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ABSTRACT

The Interagency Training Programs Catalog is one of four publications published by the Civil Service Commission that are specifically designed to provide agencies information on available training resources. This catalog is intended primarily for clientele in the Washington, D.C. metropolitan area and contains information on interagency training programs available almost exclusively in this locale during the fiscal year 1972. Courses are separated into two groups: open interagency training and limited interagency training. Open courses are those which have no restriction on attendance other than qualification prerequisites. This section contains course descriptions, admission requirements, nomination procedures, and telephone and address data. Limited courses are those designed primarily for an agency's own employees but offered to other agencies on a space-available basis. A list of courses and a contact point are provided in this section. (CK)

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INTERAGENCY TRAINING PROGRAMS

CATALOG OF INTERAGENCY TRAINING PROGRAMS

1971-1972

U.S. CIVIL SERVICE COMMISSION
BUREAU OF TRAINING

AC010352

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INTERAGENCY TRAINING PROGRAMS CATALOG

1971 – 1972

Pamphlet T–9

U.S. CIVIL SERVICE COMMISSION
BUREAU OF TRAINING

For sale by the Superintendent of Documents, U.S. Government Printing Office
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INTRODUCTION

The Interagency Training Programs Catalog is one of four publications published by the Bureau of Training, U.S. Civil Service Commission specifically designed to provide agencies information on available training resources. The others are the Quartely Calendar of Interagency Training Programs, the Agency Training Centers for Government Employees and the Off-Campus Study Centers for Government Employees brochures.

The programs in these publications should be considered in meeting the training needs of all levels of employees. This includes upgrading the job and basic academic skills of lower level employees, increasing opportunities for advancement, and more effective utilization.

This catalog is intended primarily for clientele in the Washington, D.C. metropolitan area and contains information on interagency training programs available almost exclusively in this locale during fiscal year 1972. Courses are separated into two groups: Open interagency training and limited interagency training. Open courses are those which have no restriction on attendance other than qualification prerequisities. This section contains course descriptions, admission requirements, nomination procedures, and telephone and address data. Most of the courses in this group are announced several weeks in advance through individual course announcements. (The Civil Service Commission's 10 regional offices each publish separate course announcements, calendars, and catalogs for use by agency field installations. Regional office addresses, telephone numbers, and areas of jurisdiction are given in Appendix on pages 261–262.)

Limited courses are those designed primarily for an agency's own employees but offered to other agencies on a space available basis. A list of courses and a contact point are provided in this section.

The second resource document, the Quartely Calendar, is published four times each year. Within the calendars, the information is divided into two parts. The first part lists course dates, nomination deadlines, course titles, telephone contact points, and page numbers of the catalog where detailed information about each course may be found. The second part provides course information in abbreviated format for those programs developed after the Interagency Training Programs Catalog has been printed.

The third document, Agency Training Centers for Government Employees, is a compilation of separate facilities established by agencies to conduct special agency-oriented training primarily for their own employees; however, other agencies may participate in the programs on a space-available basis. The publication describes each center, lists courses offered and admission requirements, and provides a contact point for further information. This document is intended as a guide for further interagency cooperation to meet mutual training needs.

Finally, the fourth document, Off-Campus Study Centers for Government Employees lists facilities which have been established through cooperative arrangements between colleges or universities and Government agencies to sponsor continuing education opportunities for Government employees. This publication also describes each center, lists courses offered, admission requirements and provides a contact for further information. It is intended to encourage more university-Government cooperation to meet present and future educational needs.

The brochures on Agency Training Centers and Off-Campus Study Centers are published only by the Commission's central office but are available for both agency headquarters and field installations.

The Interagency Training Programs Catalog and center brochures are updated annually in the spring and placed on sale at the Government Printing Office after a courtesy distribution to training officers and directors of personnel is made. The Commission's regional catalogs are updated in June or July each year and are available at the 10 regional offices.

OTHER PUBLICATIONS

Other publications published by the Bureau of Training, U.S. Civil Service Commission:

*Training and You—Questions and Answers on training for Federal civilian employees. (OPA 48)

*Employee Training in the Federal Service (issued annually). (T-7)

*Studies and Reports Related to Training and Education (issued annually). (T-6)

*Training Systems and Technology Series—

- Instructional Systems and Technology: An Introduction to the Field and Its Use in Federal Training. (T-11)
- Application of a Systems Approach to Training: A Case Study. (T-2)
- Programmed Instruction: A Brief of Its Development and Current Status. (T-12)
- Training Evaluation: A Guide to Its Planning, Development, and Use in Agency Training Courses. (T-13)

Selected Long-Term Educational Opportunities (General information on educational training programs of more than 120 days duration.)

"*Federal Trainer*" (Bi-monthly newsletter to communicate with the Federal training community regarding techniques, programs, innovations, technology, and changes in the area of training.)

These publications should be available for review in agency training/personnel offices or libraries. Copies of those marked (*) may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. Phone: 541–3311

For general information regarding training resources not available through your training office, agencies or employees in the Washington, D.C. area may write or call:

Agency Support Division
Bureau of Training
U.S. Civil Service Commission
1900 E Street, NW.
Washington, D.C. 20415
Telephone: (202), 632–5660 or code 101,25660

Agencies or employees outside the Washington, D.C. area may write or call the appropriate Commission regional training center. (See Appendix on pp. 261–262.)

STATE AND LOCAL GOVERNMENTS

The Intergovernmenttal Cooperation Act of 1968 and the Intergovernmental Personnel Act of 1970 permit Federal Government agencies to open their training programs to State and local governments to assist them in meeting training needs.

On behalf of our colleagues in the Federal training community, we extend an invitation to participate in the various programs offered. For further information contact any agency or training facility listed in our training resource documents or telephone (202) 632–5654.

Guide for Users

The 1971–72 Interagency Training Programs Catalog is designed to help users locate desired courses more quickly and easily. First, in the Table of Contents, programs in the Open Interagency Training section are listed under three major categories:

- Executive, Managerial, Supervisory, and Administrative Training
- Technical Training
- General Purpose Training

The Limited Interagency Training programs are listed by agency.

The second users' aid is the Index by Course Title and Subject. When courses relate to more than one subject, they are cross-referenced to show their relation to various subjects. An example is the Seminar on ADP in Financial Management, listed under ADP as well as Financial Management.

Although the costs of training courses listed in this catalog were correct at press time, they are subject to change. You are encouraged to contact the sponsoring organization for price information prior to making a nomination.

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OPEN INTERAGENCY TRAINING

Executive, Managerial, Supervisory, and Administrative Training,

General

Public Policies, Programs, and Issues

FEDERALISM AND THE DECENTRALIZATION OF THE EXECUTIVE BRANCH

Civil Service Commission

A 6-day course to be conducted in residence in Fredericksburg, Va.
December 12–17, 1971.

Description

As part of its efforts to achieve an effective, flexible, and responsive administration in which the many agencies comprising the Executive Branch are fully coordinated with one another and with State and local governments, the Nixon Administration has stressed the need to "reverse the flow of power" in the American governmental system with the aim of placing responsibility for program operations at the level closest to the people. This will require both the decentralization of Federal programs to regional offices and the return to State and local governments the responsibility for some programs now being administered by the Federal Government.

This course has four basic goals:

- To provide an explanation of the President's program, its rationale, the strategies to be adopted, and their implications for Government officials and programs at the Federal, State, and local level.
- To analyze some of the problems which may be encountered in achieving the President's program and
- To relate the experiences to date of those agencies which have already begun to decentralize in the expectation that these experiences will be of value to agencies just beginning their own decentralization;

- To provide some actual workshop experience in dealing with the problems.

The week-long Institute will be taught in residence at Fredericksburg, Va. The week will be devoted to a series of lectures, panel discussions, and workshops with every effort being made to actively involve the participants throughout. The emphasis throughout is on the practical, not the theoretical.

Who May Attend

Nominees for the Institute may be employees of any governmental agency—Federal, State, or local level, at the GS–15 level or above (or equivalent).

How To Make Nominations

Nominations are to be submitted by authorized agency representatives to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Agencies may obtain further information by calling 632–5662 or code 101, extension 25662.

STATE GOVERNMENT AND ADMINISTRATION: PROGRAMS—PROBLEMS—PLANNING

An Institute in Intergovernmental Relations

Civil Service Commission

Two 5-day programs scheduled for January 17–21, 1972 and May 15–19, 1972, will be held at the Civil Service Commission, 1900 E Street NW.

Description

Because of rapid changes in political and governmental institutions, there is a need for updated information on the progress by the States to improve their capabilities for effective cooperation in intergovernmental programs. As intergovernmental programs become of increasing practical importance in the daily lives of all citizens, it magnifies the need for current knowledge of intergovernmental relations by Federal administrators who are responsible for executing national policies. It is also essential that there be an exchange of experiences gained by administrators in the performance of functions arising from intergovernmental programs. The purpose of this institute is to explore problems that confront administrators who have responsibilities for intergovernmental programs or whose program responsibilities may relate to intergovernmental relations. Special emphasis will be placed on State government and administration. The sessions will devote attention to:

- The theoretical, legal and political setting for intergovernmental relations.
- State and local mechanisms for administering federally sponsored programs.
- Executive participation in intergovernmental policymaking; the Federal agency as an instrument of intergovernmental relations.
- Fiscal and economic problems in intergovernmental relations.
- Federal, State, local cooperation in selected functional areas, e.g., health, education, natural resources, crime control, transportation, etc.
- The regional approach to intergovernmental relations.
- Intergovernmental programs and problems of adequate personnel and staff at the State level.
- Intergovernmental relations and the future of State government and administration.

Who May Attend

Nominees for participation in the institute may be employees of any governmental agency—Federal, State, or local level. While they should generally be at the GS-14 level and above (or the equivalent), consideration will also be given to all nominees below this level. The institute is designed for officials with responsibilities requiring a broad understanding of the intergovernmental relations framework and also for those with assignments relating specifically to State programs and administration. Agencies are encouraged to send officials from the field as well as the central office.

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Agencies may obtain further information by calling (202) 632-5662 code 101, extension 25662.

THE METROPOLITAN AREA—PROBLEMS, PROGRAMS, PLANNING: AN INSTITUTE IN INTERGOVERNMENTAL RELATIONS

Civil Service Commission

A 5-day program to be held February 14, 1972 with additional sessions scheduled as needed at the Civil Service Commission, 1900 E Street NW.

Description

This institute will explore selected programs, problems, and plans of the metropolitan area in the framework of cooperative federalism. Sessions will be devoted to: patterns of urban governmental structure and organizations; administration of Federal economic and social programs; interagency coordination; problems of providing quality personnel in metropolitan administration; desegregation problems in housing and education; intergovernmental approach to transportation in the metropolitan area; urban and community development; problems of financing programs in the metro-urban area; civil disorder, crime and delinquency in the urban community; the role of the private sector as well as future prospects of new federalism in response to metro-urban problems. Participants will be encouraged to analyze the overall requirements and responsibilities of the Federal system and of their own agencies as they are related to the metropolitan situation.

Who May Attend

Participation in the institute is generally restricted to executives GS–13 and above (or equivalent) in any public agency—Federal, State, or local government. *Federal agencies are encouraged to send officials from the field as well as from the central offices.*

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Agencies may obtain further information by calling 632–5662, or code 101, extension 25662.

SEMINAR FOR THE URBAN SPECIALIST FEDERAL—STATE—LOCAL

Department of Housing and Urban Development

A 2-week seminar to be offered twice each quarter at the Department of Housing and Urban Development, 451 7th Street SW., Washington, D.C. 20410.

Description

This course is designed to bring together specialists working in various aspects of urban development. Through a variety of educational techniques, in which the participants play key roles, it stresses that a cooperative and interdisciplinary approach will lead to more effective decision making in the urban development process. The seminar also introduces concepts which will better enable participants to understand the urban development process in a total framework.

Who May Attend

This program is designed primarily for and open to those Government specialists and public administrators on the Federal, State, and local levels who are involved in the urban development process, GS–13 through GS–15, or equivalent. Participant specialists should be from occupational areas such as: Architecture, highway and urban transportation, engineering, housing, health, education, community and intergroup relations, and urban manpower planning.

How To Make Nominations

Nomination made by Federal agencies should be submitted through authorized agency representatives to the Department of Housing and Urban Development, Office of Personnel, Attention: Director, Employee Development and Training, 451 7th Street SW., Room 2150, Washington, D.C. 20410, using Optional Form 37 for this purpose. Nominations from State and local agencies may be made by writing the Department of Housing and Urban Development. (See complete address above.)

Other Information

Specific dates, locations and cost will be announced at the beginning of each quarter starting September 1971. Further information may be obtained by calling area code 202, 755–5470, or code 138–55470.

URBAN TRANSPORTATION PLANNING

Department of Transportation

A 2-week course offered three times a year, tentatively scheduled for September 1971, February 1972, and May 1972, NASSIF Building, 400 7th Street SW.

Description

The course is designed to impart a working knowledge of selected urban travel forecasting techniques and procedures. These techniques and procedures are presented through a series of lectures and workshop sessions set in a framework of the urban transportation planning process. Included in the presentation are such items as traffic assignment, travel forecasting (including mass transit), trip generation, trip distribution and network evaluation (with strong emphasis on social and physical environment) as well as an introduction to economic, population and land use analyses.

Who May Attend

Persons who are closely connected with transportation planning.

How To Make Nominations

Nominations should be made by phone to Mrs. Janice Stout, 426–0512 or code 118/60512.

Other Information

There is no cost for the course. All necessary instructional materials are provided.

FEDERAL-STATE-LOCAL ADMINISTRATION OF PUBLIC HEALTH PROGRAMS:

An Institute in Intergovernmental Relations

Civil Service Commission

Scheduled as needed.

Description

The purpose of the institute is to explore problems that confront executives who have responsibilities for the administration of intergovernmental health programs, as well as those Federal executives whose job assignments require knowledge and understanding of intergovernmental relations, focusing on public health programs and problems.

Some of the topical areas to be considered in the institute are:

- The legal and political setting for intergovernmental cooperation.
- The public health framework—broad-gage implications.
- The current status of the Federal-State-local partnership in public health.
- State and local machinery for the administration of public health programs.
- Problems of Federal interagency coordination in the public health field.
- The private health sector and its relatedness to governmental programs and planning.
- Social change and social planning as related to the strategies and tactics of administering health programs.

In addition, the program encourages participants to analyze the overall requirements and responsibilities of the Federal system and of their own agencies as they relate to intergovernmental relations and the administration of public health programs.

Who May Attend

Participation in the institute is generally restricted to executives GS–13 and above (or equivalent) in any Government agency—Federal, State, or local government. *Federal agencies are encouraged to send officials from the field as well as the central office.*

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Agencies may obtain further information by calling 632–5662, or code 101, extension 25662.

INTERGOVERNMENTAL AFFAIRS FELLOWSHIP PROGRAM

Civil Service Commission and Subscribing Agencies

A 3-month program involving participation in an intensive orientation program and full-time work/study assignments with State and local governments.

Description

This fellowship program helps a select group of career administrators of grant-in-aid efforts to acquire a direct understanding of State and local government operations and points of view. It is designed to provide careerists with a first-hand look at problems of administering Federal grant-in-aid programs at the State/local level; to improve person-to-person communication between Federal and State/local-grant-in-aid administrations; to provide an opportunity to develop a deeper understanding of the major social and economic problems to which grant-in-aid programs are addressed; and to encourage cooperative and multigovernmental approaches to problem solving. Persons selected will attend a comprehensive and intensive orientation, including meetings with congressional, governmental, and academic leaders; engage in full-time work and study assignments with a host State/local government, and participate in scheduled weekend seminars.

Who May Attend

Nominees for this fellowship should be career employees in the grade range of GS–14 and above or equivalent. Each nominee should be in a managerial position involving substantial responsibility for significant aspects of grant-in-aid efforts of the subscribing agencies.

How To Nominate

Nominations are to be submitted by authorized representatives of the subscribing agencies upon receipt of CSC notification. The following information should accompany each nomination: a completed and current Standard Form 171, a brief biographical sketch of the nominee, and a statement from the subscribing agency briefly describing the nominees potential for career growth and types of responsibilities for which he is being prepared.

Other Information

The cost of the program will be prorated among the participating agencies. Each applicant for the fellowship will be interviewed and selected by the subscribing agencies, and final selection will be announced by CSC. Agencies may obtain further information by calling the Management Sciences Training Center at 632-5600, or IDS Code 101, extension 25600.

MANAGEMENT OF AMERICA'S WATER RESOURCES: PROBLEMS-PROGRAMS-PLANNING

An Institute in Intergovernmental Relations

Civil Service Commission

Scheduled as needed.

Description

The purpose of the institute is to explore some of the recent policy decisions of special import concerning water resources, important problems in water quality and resource management, recent intergovernmental efforts in planning and coordination, the developing water needs, and the relationship of water resource problems with those in allied areas of natural resources. While the program will be structured to focus on comprehensive water resources planning and program coordination, some attention will also be devoted to a system analysis of water resources, the legal and political setting for intergovernmental partnership, interagency coordination, the river basin approach to resource development, the importance of science and technology in water policy, the water issues in law and politics, the intergovernmental approach to pollution control, water as a component in metropolitan development, the Water Resources Council as a planning and coordinating body, water as a recreation resource, and the administration of grants. Participants will be encourage to analyze the overall requirements and responsibilities of the Federal system and of their own agencies as they are related to the concerns of water resources.

Who May Attend

Participation in the institute is generally restricted to executives GS-13 and above (or equivalent) in any public agency. *Agencies are especially encouraged to send officials from the field as well as from their central offices.*

How To Make Nominations

Nominations are to be submitted by authorized agency representatives to the Director, General Management Training Center, U.S.

Civil Service Commission, Washington, D.C. 20415. Agencies may designate alternates to attend individual sessions, provided that they meet initial nomination requirements.

Other Information

Agencies may obtain further information by calling 632–5662 or code 101, extension 25662.

GRANTS ADMINISTRATION SEMINAR FOR MANAGERS AND SPECIALISTS

Civil Service Commission

A 5-day program to be conducted at the Civil Service Commission.
Dates will be announced later.

Description

The course will aid grants administrators and grants specialists manage more effectively their grants programs and responsibilities. Participants will find the course to be functional rather than merely descriptive. The seminar and workshop methods of instruction will be employed to develop further techniques and skills in as well as knowledge of grants management, through work projects on and study of such areas as: grant programs in the legislative process, Federal grants and intergovernmental relations, developing effective grants proposals, organization of review procedures, decentralization of grant program supervision, management of grant supported projects, grants versus contracts, grants programs of the present and future.

Who May Attend

While participation in the seminar is generally restricted to career employees GS–13 and above (or equivalent) in any public agency—Federal, State, or local government, persons below this level will also be selected to participate, if it appears that they in their job situations will benefit significantly from this experience. Federal agencies are especially encouraged to send officials from their central offices.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the General Management Training Center, 632–5662, or code 101, extension 25662.

LEGISLATIVE OPERATIONS ROUNDTABLE FOR EXECUTIVES

Civil Service Commission

Two 5-day sessions scheduled for January 24–28, 1972 and May 8–12, 1972, will be held in Washington, D.C.

Description

The Roundtable is designed to provide Federal career executives with increased knowledge of the organization and operations of the Congress, the interrelationships between the legislative and executive branches, and the connection between legislative functions and agency program activities. Topics for roundtable discussions will focus on: powers, functions, and organization of the Congress; politics and congressional action; national policy formulation and pressures on the Congress; internal and external pressures on congressmen; Federal agency-congressional relations including appropriations, planning, and review of programs; trends and future of congressional executive relations within the American political system.

Who May Attend

Participation in this Roundtable will be open to about 30 Federal civilian and military executives who are at the GS–14 level (or equivalent) and above.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the General Management Training Center, 632–5662, or code 101, extesion 25662.

LEGISLATIVE BRIEFING SESSIONS

Civil Service Commission

Three 2-day programs to be conducted on Capitol Hill on February 15–16, 1972; March 7–8, 1972; April 4–5, 1972.

Description

Each session will be tailored for selected agencies. They will provide intensive, in-depth discussions and study of the interrelations of the agencies with the Congress. Emphasis will be given to the operations of Congressional committees involved in the legislation and appropriations of the respective agencies. The sessions will be workshops in which agency personnel and committee staff professionals can examine common problems and issues and develop meaningful work relationships. Members of the Congress will be invited to participate in the briefing sessions when it is appropriate and convenient to their schedule.

Who May Attend

Participation will be open to agency personnel such as program managers, budget personnel, liaison specialists, division and bureau chiefs and others who get involved in the preparation of justifications and other supporting documents on agency congressional programs and congressional inquiries.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the General Management Training Center, 632–5662, or code 101, extension 25662.

AN INSTITUTE IN THE LEGISLATIVE FUNCTION

Civil Service Commission

Three 5-day sessions will be held in Washington, D.C. on the following dates: October 4–8, 1971; March 20–24, 1972; June 26–30, 1972.

Description

This institute is designed to provide an intensive introduction to the organization, operation, and responsibilities of Congress. The role of Congress and its relationships to the executive branch will be stressed. The objective is to help career administrators at middle grade levels acquire an increased understanding of the legislative function and its direct and indirect effect on executive branch operations.

Who May Attend

Nominees for this program should be career employees, GS-9 through GS-13, (or equivalent). Persons eligible for nomination include: Those in line management; unit chiefs and deputies, or those with equivalent responsibility; and those engaged in support of staff occupations such as budget preparation, manpower analysis, policy development and mission determination. In addition, each nominee should have recognized competence and potential and be one whose service in the government can be expected to continue for a significant period of time.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the General Management Training Center, 632-5662, or code 101, extension 25662.

FELLOWSHIP IN CONGRESSIONAL OPERATIONS

Civil Service Commission and The American Political Science Association

A 9-month program involving participation in an intensive orientation program and full-time work assignments beginning in November 1972.

Description

This fellowship program helps a select group of career administrators to acquire a thorough understanding of congressional operations. It is designed to give careerists a first-hand look at how Congress functions, how it is organized, and how it relates to the program and activities carried on by the executive branch. Persons selected will attend a comprehensive and intensive orientation program conducted by the American Political Science Association; engage in full-time work assignments with members of Congress and with staff members of congressional committees; and participate in weekly seminar meetings with congressional, governmental, and academic leaders.

Who May Attend

Nominees for this fellowship should be career employees in the grade range of GS–13 through GS–16 or equivalent with at least (2) years of Federal Government Service. They should be in managerial or executive positions, or be likely to be assigned to such positions in the future. Preference is given to those who are taking part in an agency's own executive development program.

How To Make Nominations

Nominations are to be submitted through the agency central coordinator by April 1, 1972, to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. The following information should accompany each nomination: a completed Standard Form 171, a statement from the nominee's supervisor briefly describing the nominee's potential for career growth and the types of higher responsibility for which he is being prepared.

Other Information

Each applicant for the fellowship will be interviewed by a selection committee in early June 1972, and final selection will be announced about June 1, 1972. The full-time orientation will begin in mid-November 1972. Agencies may obtain further information by calling the General Management Training Center at 632–5662, or code 101, extension 25662.

IDEAS AND AUTHORS—PUBLIC ISSUES AND PROBLEMS

Civil Service Commission

Four 1-day meetings scheduled a month apart beginning in October 1971 and conducted at the Civil Service Commission, 1900 E Street NW.

Description

This series focuses on four outstanding books by recognized authors on significant national problems. At each of the four meetings one of the books is discussed, first by the participants in small groups, then by the participants and the author, and finally by the participants and a guest critic. The program not only encourages government executives to examine the writings of highly informed authors on vital national problems but also provides them with an opportunity to discuss the books with their authors as well as with critics who are knowledgeable regarding the issues to be discussed. The books are provided to each participant several weeks before each meeting.

Who May Attend

The program is intended for executives of public agencies who would benefit from a more incisive understanding of the national problems to be discussed. Nominees should generally be serving in positions at the GS–13 level and above (or equivalent) in either administrative or technical work situations, including military officials.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Agencies may designate substitutes to attend individual sessions, provided that such substitutes meet initial nomination requirements.

Other Information

Agencies may obtain further information by calling 632–5662, code 101, extension 25662.

PROGRAM ADMINISTRATION AND LEGAL CONTROLS

Civil Service Commission

One 3-day session will be held at the Civil Service Commission, 1900 E Street NW, on January 12–14, 1972.

Description

Students of Government administration and administrators are realizing that the expansion of Federal Government programs and activities enlarges the rulemaking and adjudicatory functions in Government agencies. These functions, contrary to traditional belief, are not unique to regulatory or independent agencies. Rather, in many agencies, Federal executives who are not usually trained in the law frequently engage in the processes of adjudication and rulemaking in performing their day-to-day activities. Additionally, the growing body of judicial decisions has had far-reaching effects on the governmental system and Federal programs. Also, there are signs pointing to increased judicial review of administrative decisions. These developments suggest for Federal executives who are not trained in the law the necessity to develop a better knowledge and understanding of the functions of adjudication and rulemaking which they perform.

Who May Attend

Participation is open to career employees, GS–13 and above (and military equivalents), whose academic or professional background is not in the field of law. Federal officials who are serving as personnel officers, administrative officers, labor relations specialists, examiners and inspectors in various fields, officials with review responsibilities such as classifiers and contract reviewers, claims officers, reviewers of grants, licensing and regulating officers, and appeals officers are among those for whom this program is designed. Many other administrators who perform adjudicatory or rulemaking functions or carry on activities which are significantly affected by the judiciary would also find it useful. The program is not designed for practicing attorneys or those whose work brings them into close continuing contact with the Courts.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the programs. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the General Management Training Center at 632–5662, or code 101, extension 25662.

Executive Development

RESIDENTIAL PROGRAM IN EXECUTIVE EDUCATION

Federal Executive Institute

U.S. Civil Service Commission

Fiscal Year 1972

An 8-week program to be given at Charlottesville, Va.: Sunday, August 29–Friday, October 22, 1971; Sunday, October 24–Friday, December 17, 1971; Sunday, February 6–Friday, March 31, 1972; and Sunday, May 7–Friday, June 30, 1972.

Description

The program exists to help meet education and training needs of upper echelon civil service employees. The upper echelon is broadly defined as employees in positions rated at grade GS–15 and above, or equivalent in other government pay systems. The educational programs of the Institute focus on matters which relate to areas of interest in many departments and agencies rather than specialized activities of a single organization. The Institute programs supplement rather than supplant executive education efforts of other organizations or institutions in and out of Government.

The broad educational goals set for the Institute within this framework are:

- To heighten career executive responsiveness to national needs and goals.
- To increase career executive appreciation of the totality of the governmental system.
- To improve career executive knowledge of managerial processes.

The detailed content and teaching methods of each session have been altered with experience. But, the overall goals and major curriculum emphases have remained unchanged. In all sessions to date a balance has been sought and attempts have been made to interweave the major elements of the program which relate to environment of governmental programs, governmental systems and governmental management.

The prime educational methods employed are:

- Lecture-discussions by resident faculty, executives in residence, government officials, academicians, and experts drawn from the private sector in both profit and non-profit organizations.
- Seminars taught by resident faculty, University of Virginia faculty and consultants.
- Workshops and laboratories led by resident faculty members and consultants.
- Films and tapes selected by resident faculty.
- Reading materials selected by resident faculty.

Who May Attend

The "Residential Program in Executive Education" is aimed *primarily* at persons in grades GS–16 and above (or equivalent in other pay systems) with enrollment in each 8-week session limited to 60 people.

How To Make Nominations

Nominations for attendance at the Federal Executive Institute should be made by that person or persons in each department and agency who has greatest control over present and future work assignments of persons to be selected for attendance. In most cases each agency and department has designated one person to serve as the final authority for submission of nominations to the Institute.

When the nominating official has received the names of candidates recommended for attendance during the fiscal year from within his department or agency, he will then make his decisions about persons to be nominated as principals and alternates for shares allocated in each scheduled session. Those nominations should then be forwarded to the

Registrar
Federal Executive Institute
Route 29 North
Charlottesville, Va. 22093

by the department or agency nominating official on Optional Form 37 (Nomination-Registration for Training) obtainable from the Director of Personnel or Director of Training in each department or agency.

Other Information

Each department and agency is allocated an annual quota of shares for the Residential Program in Executive Education. A total of 60 shares is available in each of four scheduled 8-week sessions for the fiscal year. The 240 shares available annually are distributed in such a way as to provide the greatest possible variety of agency representation in each scheduled session. The cost to a department or agency is $3,250 for each share which covers the full cost of tuition, room and board expenses while at the Institute during the 8-week period of each session.

ADVANCED MANAGEMENT SEMINAR

Civil Service Commission

Five 6-day programs scheduled for October 17–22, 1971; December 12–17, 1971; March 5–10, 1972; May 7–12, 1972; and June 18–23, 1972 will be held at a residential site.

Description

More than ever before the government executive finds himself faced with complex managerial and planning problems. He is asked to deal with these through a growing number of new systems approaches, mathematical techniques, and programming and budgeting procedures which constitute the changing body of administrative practices. He is also expected to solve problems through the contributions of diverse individuals and groups.

The critical issue with which practical-minded managers must deal is how various theories, techniques and strategies can be brought to bear on the real problems of government management.

The Advanced Management Seminar is designed to bring together the various theories, techniques, and strategies of management into a unified approach to government administration and to enable managers to apply these theories, techniques, and strategies in a useful, realistic, and results-oriented fashion, through better understanding and development of their own styles of management.

The seminar's integrative approach seeks to provide the participant with a better understanding of:

- The criteria for sound planning and decision making.
- The means of applying what he has learned to his own situation.
- The techniques for developing an effective organization from a group of diverse individuals.

The seminar itself is built upon a series of intensive workshop activities carried out in small groups. Working in these small groups the participants go through a number of planning, problem-solving, and decision-making projects in which they have to utilize their resources to reach agreed-upon goals. Thus, each person is constantly engaged in systematic problem solving and decision making while striving for effective interpersonal exchange and team development.

Who May Attend

Approximately 30 executives (GS 14–18 or equivalent) responsible for directing major programs will be accepted for each session.

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Further information may be obtained by calling 202, 632–5662, or code 101, extension 25662.

EXECUTIVE SEMINAR CENTERS

Civil Service Commission

In cooperation with more than 50 Federal agencies, the Civil Service Commission operates three residential facilities for the development of mid-career executives in Government. These Centers are located at Berkeley, Calif.; Kings Point, N.Y.; and Oak Ridge, Tenn.

Description

The courses offered at the centers are designed to broaden conceptual understanding and to enhance the administrative abilities of mid-level executives. A brief description of each course follows:

1. Administration of Public Policy—examines policy formulation and execution.
2. Environment of Federal Operations—gives an overall view of the influence of public opinion and special group interests in shaping public policy.
3. Federal Program Management—explains interagency administration of public programs and relationships between various branches of the Government.

4. Management of Organizations—deals with the organizational environment in which Federal managers work, their roles and the nature of staff operations.
5. The National Economy and the Federal Executive—deals with the theory and substance of Government involvement in various areas of economic life.
6. Social Programs and Economic Opportunities—examines relationships among diverse social and economic needs in American society which have come to be reflected in programs, policies and administrative actions of Government.
7. International Affairs and Federal Operations—acquaints the career executive with basic concepts associated with the development of American foreign policy, the conduct of foreign affairs, and the international pressures which influence domestic policymakers.
8. Effects of Technological Development—deals with the continuing role of the Federal Government in scientific undertakings and the effect of technological change on national goals and objectives.
9. Administration of Public Policy—examines policy formulation and execution.
10. Intergovernmental Programs and Problems—studies the relationships between nations, State and local jurisdictions in matters such as civil rights, Federal judicial review over State legislations, and constitutional interpretations of the relative jurisdiction of State authority and Federal authority.
11. Management of Natural Resources—explores the economic, social, and political involvements and roles of the national Government related to use and conservation of our natural resources.

Who May Attend

The Executive Seminar Center curriculum is aimed primarily at those in grades GS–14 and 15 (or equivalent), but carefully selected persons at GS–13 and above GS–15 are eligible to attend. There are no age or education prerequisites; but based on experience, the most favorable response has been from those who are college graduates, those who have recently engaged in self-development, and those who have had a variety of assignments.

How To Make Nominations

All participant spaces at these centers are reserved on a fiscal year basis through negotiations between the Civil Service Commission and designated agency representatives at Washington, D.C. Each representative is given a supply of center brochure and schedules; therefore, interested persons should indicate their interest to them.

Other Information

Inquiries about these centers may be addressed to the Assistant Director for Training Operations, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415, telephone 632-6201, code 101, extension 26201.

IDEAS AND AUTHORS—MANAGEMENT AND ORGANIZATION

Civil Service Commission

Four 1-day sessions scheduled a month apart beginning in December 1971.

Description

Each year sees the appearance of a growing number of books applying the findings of social and management science research to the problems of management and organization. The purpose of this program is to provide an opportunity for Government managers to examine the most significant of these books to determine their relevance and application to public management situations. At the same time the course will provide an opportunity for the participants to raise questions about the book directly to the authors. Each participant receives a copy of all books several weeks in advance of the individual sessions. At the monthly sessions, the author discusses his book, a guest commentator gives his reactions to it, and the participants have an extended discussion period with the author. Out of these interchanges it is expected that a fuller statement of the ideas will emerge, as well as a clear understanding of their implications for Government managers.

Who May Attend

The program is intended for individuals currently serving in positions with significant responsibilities for program management or in providing related staff support. Nominees should be those, GS-14 level and above (or equivalent).

How To Make Nominations

Nominations are to be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil

Service Commission, Washington, D.C. 20415. Agencies may designate substitutes to attend individual sessions, provided that such substitutes meet initial nomination requirements.

Other Information

Agencies may obtain further information by calling 632–5662 or code 101, extension 25662.

MANAGEMENT OF SCIENTIFIC AND ENGINEERING ORGANIZATIONS

Civil Service Commission

A 5-day program offered two times per year at the Civil Service Commission, 1900 E Street NW.

Description

The program is designed to increase awareness of the nature and scope of management responsibility and to suggest ways that the technically trained executive can perform more effectively in his important role as manager and administrator. It is conducted as an advanced seminar, with discussions focusing on such topics as: management planning for R & D; directing and developing human resources; communication requirements of modern science and technology; management of inhouse resources and contract programs; operational environment of scientists and engineers in Government; comparison of R & D management in other areas; formulating and administering science and engineering budgets; behavioral science research and its implications for managers of technical programs.

Who May Attend

Participation in this program is limited to approximately 25 scientists and engineers, generally GS–15 and above, or equivalent, who have management responsibility for science or engineering programs.

How To Make Nominations

Nominations should be submitted to the Director, Science and Engineering Training, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at later dates.

Other Information

Agencies may obtain further information by calling 632–5662, or code 101, extension 25662.

EXECUTIVE SEMINAR IN MANAGEMENT INFORMATION THEORY

Civil Service Commission

A 2-day seminar to be conducted two times per year at the Civil Service Commission, 1900 E Street NW.

Description

This is one of a series of three courses covering management information systems. The objective of this seminar is to explore the concept of management information in the context of organizational structure. The topics discussed will include: (1) The scope and objectives of management information systems; (2) the determination of management information needs; (3) the role of the manager in designing a management information system; (4) organization and control of a management information system; and (5) the impact of computer technology on the design of information systems for management and the future of man-machine systems. Emphasis will be placed on the concepts which underlie the development of a management information system.

Who May Attend

Career executives GS–14 and above, or equivalent, are eligible to attend.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600. or IDS code 101, extension 25600.

EXECUTIVE SEMINAR IN MANAGEMENT REPORTING SYSTEMS

Civil Service Commission

A 3-day program to be conducted two times per year at the Civil Service Commission, 1900 E Street NW.

Description

This is one of a series of three courses covering management information systems. The purpose of this 3-day seminar is to bring to the attention of Government executives *examples of single agency reporting systems*, both manual and automated, which are designed to assist management in the exercise of its planning and control responsibilities. It will also cover *trends of development of information systems for community of agencies* having common major categories of information requirements. Cases from government and private sectors of the economy, lectures, and group discussion, will be used extensively to increase knowledge, insight and understanding of the subject. Topics to be covered include: (*a*) agency operational systems (scientific, technical, and administrative); (*b*) trends and developments of interagency management information systems in such areas as law enforcement, foreign affairs, and economic programs; (*c*) approaches and techniques used; (*d*) problems encountered in the establishment of single agency and interagency systems and (*e*) means used or suggested for achieving results.

Who May Attend

Career executives, GS–14 and above, or equivalent, are eligible to attend.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5650, or IDS code 101, extension 25600.

EXECUTIVE WORKSHOP IN THE DESIGN OF A MANAGEMENT INFORMATION SYSTEM

Civil Service Commission

A 4-day program to be conducted two times per year at the Civil Service Commission, 1900 E Street NW. The workshop will meet in two 2-day sessions during two consecutive weeks to allow for adequate time for homework and special assignments.

Description

This is one of a series of three courses covering management information systems. This program is designed as a supplement to and expansion of materials presented in the Executive Seminar in Management Information Theory and the Executive Seminar in Management Reporting Systems. Its focus will be on the actual design of an information system, rather than on the theoretical elements involved. Participants will be assigned to work teams who will be responsible for designing and presenting a briefing on their chosen system to the class. Evaluations of each system will be conducted by a panel of experts. The workshop will cover such topics as (*a*) documentation; (*b*) report design and audit; (*c*) file structure; (*d*) classification and coding; (*e*) computer elements; (*f*) planning, controlling, cost estimating, and evaluating management information systems.

Who May Attend

This program is intended primarily for persons in any management specialty who have responsibility for any one or more key elements of information systems design within their agencies.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632-5600, or IDS code 101, extension 25600.

EXECUTIVE SEMINAR IN STATISTICAL SCIENCE FOR MANAGEMENT

Civil Service Commission

A 2-day program to be conducted two times per year at the Civil Service Commission, 1900 E Street, NW. A similar program is conducted by the San Francisco and New York Civil Service Commission Regions.

Description

This seminar is designed to examine and discuss useful principles and actual and potential applications of statistical science in executive decision making. Extensive use will be made of case studies, lectures, and seminar discussions on practical and frequently used statistical principles and techniques in Government operations. Specific subjects treated will be: (*a*) the modern definition of the Science of Statistics; (*b*) approaches to quantifying management and operational problems; (*c*) some basic statistical principles and concepts including elements of probability and risk; (*d*) Sampling—with specific applications in factfinding for inventory, cost estimation, legislation, etc.; (*e*) Quality Control—with specific applications in management control system; (*f*) Correlation Analysis—with specific applications in forecasting and cost analysis; (*g*) pitfalls and misuses of statistical techniques; and (*h*) advantages of Statistical Science to management.

Who May Attend

Career executives GS–14 and above, or equivalent, are eligible to attend.

How To Make Nominations

Nomination should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street, NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 337) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

LABOR RELATIONS SYMPOSIUM FOR EXECUTIVES

Civil Service Commission

A one-half to 1-day program (Note: This course adopts some of the subject matter contained in the present courses: *Management and the Negotiated Agreement and Seminar in Labor Relations and Personnel Management for Executives.* The basic design is new as are the materials. The present courses will be dropped. This course will be packaged in two forms, and a possible third. The first will be delivered at an agency on a half-day basis at no charge to the agency, the second at the Commission two hours a day, once a week over a four week period, and the third as a week-long residential offering incorporating more subject matter.)

Description

This course is designed to orient government executives to the impact of collective bargaining on them, the development of a management philosophy in working with the collective bargaining process and their role in public sector labor relations.

Who May Attend

Those executives who are charged with the responsibility of promulgating government policy and administering it.

How To Make Nominations

Nominations should be submitted on Optional Form 37 by authorized agency representatives to the Director, Labor Relations Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual course announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–4410 or code 101, extension 24410.

MIDDLE MANAGEMENT INSTITUTE

Civil Service Commission

A 1-week program to be conducted, once each quarter during fiscal year 1972 at the Civil Service Commission, 1900 E Street NW.

Description

The institute will provide a broad view of Government operations and the functions of management. It will serve as an updating experience and review for the experienced manager, and an introduction for the new manager. The institute is built around core subject matter of fundamental modern management theory and practice. Emphasis is given to the functions of: Planning, controlling, organizing, staffing, communicating, directing, and decision-making. Other topics may be included to give current perspective or because of their particular topical interest. Examples of these might be: Programing, budgeting systems; intergovernmental relations; and science and Government. Guest lecturers and small group workshops are the methods of presentation. Assigned readings are also provided.

Who May Attend

The institute is designed for persons serving in management fields or programs, GS–11 to GS–14, or equivalent, who have demonstrated ability and shown potential for holding more responsible management positions.

How To Make Nominations

Nominations should be submitted by authorized agency officials in priority order to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Dates of institutes will be published in announcements issued prior to the offering of institutes.

Other Information

Substitutions of eligible participants may be made up to the beginning of the program. Further information may be obtained by calling 632–5662 or code 101, extension 25662.

MANAGEMENT AND GROUP PERFORMANCE

Civil Service Commission

A 1-week program offered 3 times per year at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to provide new and experienced managers, above the first level of supervision, with a greater insight into the nature of their jobs and with a conceptual framework which will allow them to approach the managerial job on a logical, rational, rather than intuitive basis. Participants will analyze their jobs in terms of what they do, how they do it, and why they do it the way they do; and will practice and evaluate other ways of performing the managerial job. Topics covered include: An analysis of the managerial job, how supervisory and managerial jobs differ, how we manage and why we manage as we do, monitoring the managerial world, elements of successful negotiations with line and staff, managing conflict and inducing cooperation, and establishing, maintaining, and using communcations. Precourse preparation includes assigned reading and answering a questionnaire dealing with the participants' work activities.

Who May Attend

Since the course is designed specifically for managers, nominees should be above the first level of supervision; typically, they should direct the activities of subordinate supervisors and work groups. Within these guidelines, managers at GS-12 and above (or equivalent) may be nominated.

How To Make Nominations

Nominations should be submitted, in priority order, to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Detail nomination procedures and deadline dates are published in individual announcements.

Other Information

Organizations nominating more than one individual should indicate the priority order in which their nominees should be considered. Substitutions may be made up to the beginning of the program, but since substitutes who are designated late will be unable to complete the advance reading for the program, agencies are requested to make as few substitutions as possible. Class size will be restricted to 20 participants. Inquiries should be directed to the Director, General Management Training Center, 632-5671, or code 101, extension 25671.

MANAGEMENT AND GROUP PERFORMANCE: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 4-day program offered on an "as needed" basis at the Civil Service Commission, 1900 E Street NW., and at various of the Civil Service Commission Regional Offices.

Description

This institute is designed to equip agency instructors to present the Civil Service Commission course, Management and Group Performance. The fundamental concepts supporting the course structure will be examined in detail. Workshop experience will be gained in dealing with the more difficult portions of the course. Participants who successfully complete the institute by demonstrating their understanding of the subject matter and their ability to present the material as specified will receive a copy of the Instructor's Guide to Management and Group performance and a certificate authorizing them to instruct the course.

Who May Attend

Attendance is conditional upon prior attendance at a regular presentation of Management and Group Performance. A high level of skill in conference leadership is particularly important to successful performance.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and the institute should be made as far in advance as possible by contacting Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, or by calling 63-23671, or code 101, extension 23671.

Other Information

A minimum of three participants will be required to schedule an institute.

MANAGEMENT CONDUCT AND THE UNION ORGANIZING CAMPAIGN

Civil Service Commission

A 3-day course to be held periodically at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to cover the following subject matter for government managers: The development of a management philosophy, union organizing tactics, competing unions, management rights, avoidance of unfair labor practices, union unfair labor practice cases, the election petition and management pre-election conduct.

Who May Attend

Those middle managers who are involved administering policy and directing the delivery of services in accordance with agency missions.

How To Make Nominations

Nominations should be submitted on Optional Form 37 by authorized agency representatives to the Director, Labor Relations Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, costs, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual course announcement which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632-4410 or code 101, extension 24410.

THE ROLE OF THE FEDERAL MANAGER IN EQUAL EMPLOYMENT OPPORTUNITY

A 3-day course held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides increased factual understanding of the background of discrimination and equal employment opportunity; a greater appreciation of the effects of discrimination; and information on how to develop and carry out a positive equal employment program in conformance with national policy.

Who May Attend

Supervisors and managers, GS–12 and above (or equivalent).

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Extact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

MANAGER'S ROLE IN PERFORMANCE EVALUATION

Civil Service Commission

A 3-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Treats performance evaluation as a continuing rather than an annual responsibility; discusses establishment of performance standards, evaluation interviews, incentive awards, and motivation.

Who May Attend

Managers, GS–12 and above (or equivalent).

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Manage-

ment Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

MANAGER'S ROLE IN STAFFING

Civil Service Commission

A 3-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Outlines Federal examining, recruitment, and selection procedures from the point of view of information needed by those who are not personnel specialists; discusses personnel measurement techniques in terms of their value to the manager; explains current developments in qualification standards, job design, and manpower utilization.

Who May Attend

Managers, GS–12 and above (or equivalent).

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

POSITION CLASSIFICATION FOR MANAGERS

Civil Service Commission

**A 3-day course held annually at the Civil Service Commission,
1900 E Street NW.**

Description

Explains the values of sound position classification in achieving overall program goals; outlines the responsibilities of managers in the classification process, in relation to the classification staff and to their own subordinates; discusses means of achieving closer cooperation between managers and the classification staff.

Who May Attend

Supervisors and managers, GS–12 and above (or equivalent).

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code, 101, extension 25636.

THE MANAGER'S ROLE IN EMPLOYEE DEVELOPMENT

**A 3-day course to be held annually at the Civil Service Commission,
1900 E Street NW.**

Description

Introduces the Government manager to concepts and principles which will enable him to understand the learning and training process, and to utilize these concepts and principles both in self-development and the development of his subordinates.

Who May Attend

Managers at GS-11 and above (or equivalent).

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632-5636 or code 101, extension 25636.

THE MANAGER'S ROLE IN SUPERVISION OF LOW-SKILLED EMPLOYEES: A MANAGEMENT ORIENTATION

Civil Service Commission

A 2-day program scheduled periodically to meet agency demand.

Description

The course emphasizes the importance of the role of the manager in modern organizations in achieving organizational upward mobility objectives. The program offers insight for managers into the problems and challenges which their subordinates face in supervising low-skilled employees. The complexity of responsibility to the low level work force is examined and brought into focus.

Opportunities and responsibilities for the manager are considered which are supportive of subordinate supervisors who are attempting to fulfill their responsibilities and develop more effective relationships with their low-skilled employees. The expectations of higher level management for implementation of organizational policy are examined as an additional definition of the managerial role.

Who May Attend

The course is designed to meet the needs of managers whose subordinate supervisors are responsible for low-skilled employees.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and the institute should be made as far in advance as possible by contacting Director, General Management Training Center, or by calling 632-5671, or code 101, extension 25671.

Other Information

Approximately 20 participants are expected for this management orientation program.

MATHEMATICS FOR MANAGERS

Civil Service Commission

An 11-week program scheduled two times per year at the U.S. Civil Service Commission, 1900 E Street NW. The class will meet 1 day each week, in two 3-hour segments, from 9 a.m. to 12 noon and from 1 p.m. to 4 p.m. for a total of 66 classroom hours. A similar program is conducted by the San Francisco Civil Service Commission Region.

Description

This is a compact survey course of mathematics for managers. It can serve as either a refresher in or an introduction to major divisions of contemporary applied mathematics. It covers algebra, trigonometry, analytic geometry, calculus, vectors, matrices, set theory, logic, Boolean algebra, probability, statistics, and other related topics. A detailed syllabus, including problems developed by the faculty specifically for the course, will provide the principal medium for instruction. Homework assignments will be made following each session to reinforce classroom presentation. At the conclusion of the course participants will have sufficient understanding of the essential elements of practical mathematics to: (1) Communicate effectively with specialists; (2) read and comprehend quantitatively oriented texts and reports; (3) recognize problems amenable to mathematical approaches; and (4) interpret intelligently and evaluate with confidence the net results of such approaches.

Who May Attend

Career managers, GS-14 and above or equivalent, are eligible to attend. An understanding of basic algebra either brought to the program or gained through class and home study, will serve as a basis for much of the mathematics presented.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-registration for training forms (Optional Form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

MATHEMATICS FOR MIDDLE MANAGERS

Civil Service Commission

An 8-week program scheduled two times per year at the U.S. Civil Service Commission, 1900 E Street NW. The class will meet 1 day each week for 7 weeks and on 3 consecutive days during the eighth week. Two 3-hour units of instruction will be covered each day from 9 a.m. to 12 noon and from 1 p.m. to 4 p.m. for a total of 60 classroom hours.

Description

This program is designed to provide a practical survey and introduction to mathematics and calculus; statistics and probability; and of applications of modern analytical techniques for middle managers. It covers such topics as real numbers and their uses; elementary functions; analytical geometry; elementary calculus; methods of optimization; Boolean algebra; probability; statistical methods; approaches to management decisionmaking; techniques of quantitative analysis; and construction and use of models. A detailed syllabus containing practical problems will provide the principal medium for instruction. Homework assignments will be made following each session to reinforce classroom instruction. At the conclusion of the course, participants will have sufficient understanding of the essential elements of mathematics to (1) more readily recognize management problems amenable to mathematical-statistical approaches; (2) more effectively communicate with managers and specialists; and (3) comprehend and utilize quantitatively oriented reports.

Who May Attend

Career middle managers, GS–9 to GS–13, or equivalent, are eligible to attend. An understanding of basic algebra either brought to the program or gained through class and home study, will serve as a basis for much of the mathematics presented. Preference will be given to those participants whose work requires a practical knowledge of applied mathematics and statistics.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-registration for training forms (Optional Form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600.

INTRODUCTION TO SUPERVISION

Civil Service Commission

A 1-week program offered 12 times a year at the Civil Service Commission, 1900 E Street NW.

Description

The newest of the four first level supervisory courses, Introduction to Supervision, joins Basic Management Techniques I, Supervision and Group Performance and Basic Management Techniques II to form the basis of a supervisory development program offered by the General Management Training Center. This course is designed to provide the new supervisor with a foundation in the principles and practices of supervising employees. It introduces him to the basic legal requirements affecting the management of government employees and to selected managerial concepts and techniques which can be studied at greater depth in the more advanced courses mentioned above. Topics covered include: Personnel Management and the Supervisor; Merit Promotion; Sociology of Work, Employee Management Cooperation; Principles and Practice of Supervision; Dynamic Leadership; Processes of Problem Solving; Training for Results; Health Safety and Accident Prevention; Equal Employment Opportunity; Improving Communication; Self-Development.

Who May Attend

This course is meant for the employee who is about to or has recently made the transition to a first level supervisory position. It is also of benefit to experienced firstline supervisors who have not yet had formal training.

How To Make Nominations

Nominations should be submitted by authorized agency officials in priority order to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Dates of courses will be published in announcements issued prior to the offering of the course.

Other Information

Participants are expected to attend all sessions of the course. Further information can be obtained by calling 632-5671, or 101, extension 25671.

INTRODUCTION TO SUPERVISION: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 4-day program offered eight times a year at the Civil Service Commission, 1900 E Street NW., and at various times at the Civil Service Regional Offices.

Description

The Institute for Trainers is for the purpose of developing instructors to lead Introduction to Supervision. Course materials and supporting information are examined in detail, and members practice by leading various sections of the course. Each practice session is followed by a critique. Instructors successfully completing the institute will be presented copies of the Instructor's Guide and will be certified as instructors of Introduction to Supervision.

Who May Attend

Prior attendance of a regular presentation of Introduction to Supervision is required for participation in an Instructors Institute. Skill in conference leadership is important for successful performance.

How To Make Nominations

Arrangement to schedule potential instructors through both the regular course and the institute should be made as far in advance as possible by contacting: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

A minimum of three participants will be required to schedule an institute. Further information may be obtained by calling 632–5662 or code 101, extension 25662.

BASIC MANAGEMENT TECHNIQUES I

Civil Service Commission

A 1-week program offered 8 times a year at the Civil Service Commission, 1900 E Street NW.

Description

This course will examine in considerable detail the management processes of planning, scheduling, organizing, and controlling. Each topic will be presented by lecture, demonstration and brief reading followed by supervised workshop experience. The aim in every case is the development of a specific management skill. Topics to be covered include: The Responsibilities of Supervisors; the Planning Process; the Rationale of Organization; Basic Departmentation; Assignment of Work and Work Distribution; the Scheduling Process; Principles of Direction; the Order Giving Process; Simplified Critical Path Method; Control Techniques; Graphic Planning Devises (including "Gantt" charts and Document Distribution charts); and Planning Personal Time. Basic Management Techniques I, together with Introduction to Supervision, Supervision and Group Performance, and Basic Management Techniques II are designed for use in establishing management development programs for firstline supervisors.

Who May Attend

The program is designed for firstline supervisors, and is not recommended for those in nonsupervisory staff positions.

How To Make Nominations

Nominations should be submitted by authorized agency officials in priority order to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Dates of courses will be published in announcements issued prior to the offering of courses.

Other Information

Classes are limited to 20 participants. Further information may be obtained by calling 632–5671, or code 101, extension 25671.

BASIC MANAGEMENT TECHNIQUES I

National Bureau of Standards, Department of Commerce

A 1-week program offered 2 times a year at the National Bureau of Standards, Gaithersburg, Maryland.

Description

An introduction to the functional aspects of management. The course examines the management process of planning, scheduling, organizing and controlling. It relates each of these concepts to specific management skills and develops insight into the art of supervision.

Who May Attend

The program is designed for firstline supervisors, and is not recommended for those in nonsupervisory staff positions.

How To Make Nominations

Nominations should be submitted by authorized officials in priority order to: Mr. Karl E. Bell, Employee Development and Relations Section, National Bureau of Standards, Washington, D.C. 20234. Classes are limited to a maximum of 20 participants. Dates of courses will be announced in the Interagency Training Programs Quarterly Calendar.

Other Information

Participants are expected to attend all sessions. The cost to each agency is $90 per participant. Further information may be obtained by calling 301–921–3421 or code 164–3421.

BASIC MANAGEMENT TECHNIQUES I: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 3-day program offered on an "as needed" basis at the Civil Service Commission, 1900 E Street NW.

Description

This institute is designed to equip agency trainers to present the Civil Service Commission course: Basic Management Techniques I. The course materials and supporting information will be examined in detail, followed by discussion and workshop experience with the more difficult portions of the course. Instructors successfully completing the institute will be presented copies of the Instructor's Guide and will be certified as instructors for Basic Management Techniques I.

Who May Attend

Attendance is conditional upon prior attendance in a regular presentation of Basic Management Techniques I. A background in management analysis or associated management staff activities, seems to be essential in order to present the course successfully.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and the institute should be made as far in advance as possible by contracting Director, General Management Training Center, or by calling 632–5671, or code 101, extension 25671.

Other Information

A minimum of five participants will be required to schedule an institute. Participation will be limited to eight.

SUPERVISION AND GROUP PERFORMANCE

Civil Service Commission

A 1-week program offered 12 times a year at the Civil Service Commission, 1900 E Street NW.

Description

Supervision and Group Performance will introduce experienced supervisors to modern concepts of effective supervision, based on recent findings of social science research. Brief presentations or readings and group participation exercises are followed by a thorough discussion of each topical area, and participants analyze the application of the concepts to practical supervisory situations. Topics covered include: The Job; Placement and Promotion; Why People Behave as They Do; Leadership; Why Groups Act as They Do; Analysis of a Work Situation; Steps to Supporting and Remedying; Steps to Major Change; Orientation of New Workers; Learning; Performance Appraisal; and Discipline. Supervision and Group Performance, together with Introduction to Supervision, and Basic Management Techniques I and II is designed for use in establishing management development programs for firstline supervisors.

Who May Attend

This course is for firstline supervisors. Accordingly, nominees should be in direct charge of employees who do the work in their organizations. Participants are divided into classes with similar grade levels, i.e., grades GS–12 and below or GS–11 and above (or equivalent).

How To Make Nominations

Nominations should be submitted by authorized agency officials in priority order to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Dates of courses will be published in announcements issued prior to the offering of courses.

Other Information

Participants are expected to attend all sessions. Classes are limited to 20 members. Further information can be obtained by calling 632–5671, or code 101–25671.

SUPERVISION AND GROUP PERFORMANCE

National Bureau of Standards, Department of Commerce

A 1-week program offered 4 times a year at the National Bureau of Standards, Gaithersburg, Md.

Description

Census of supervisor problems; the job; filling a job; the individual at work; the work group; leadership-authority, power and influence; observing a group; diagnosing the situation; supporting, remedying, and changing; bringing about change; the man in the middle, the supervisor; the new employee; learning and training; evaluation; dealing with departures from standards; when an employee has a personal problem; employee-management relations; summary and evaluation.

Who May Attend

This course is designed for first line supervisors. Accordingly, nominees should be in direct charge of employees who do the work in their organizations. Participants are divided into classes with similar grade levels; i.e. grades GS-12 and below or GS-11 and above (or equivalent).

How To Make Nominations

Nominations should be submitted by authorized officials in priority order to: Mrs. Ann Bartlett, Assistant Registrar, National Bureau of Standards Graduate School, Washington, D.C. 20234. Classes are limited to a maximum of 20 participants. Dates will be announced in the Interagency Programs Quarterly Calendar.

Other Information

Participants are expected to attend all sessions. The cost to each agency is $90 per participant. Further information may be obtained by calling 301-921-3421 or code 164-3421.

SUPERVISION AND GROUP PERFORMANCE: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 4-day program offered "as needed" at the Civil Service Commission, 1900 E Street NW., and at various of the Civil Service Regional Offices.

Description

This institute is designed to equip agency instructors to present the Civil Service Commission course: Supervision and Group Performance for agency supervisors. The fundamental concepts supporting the course structure will be examined in detail, followed by workshop experience with the more difficult portions of the course. Participants who successfully complete the institute by demonstrating their understanding of the subject matter and their ability to present the material will receive a copy of the Instructor's Guide to Supervision and Group Performance and will be certified as course instructors.

Who May Attend

Attendance is conditional upon prior attendance at a regular presentation of Supervision and Group Performance. A high level of skill in conference leadership is particularly important to successful performance.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and the institute should be made as far in advance as possible by contacting Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, or by calling 632–5671, or code 101, extension 25671.

Other Information

A minimum of three participants will be required to schedule an institute.

BASIC MANAGEMENT TECHNIQUES II

Civil Service Commission

A 1-week program presented 4 times a year at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to develop specific management skills and considers in detail the responsibilities of Federal service. Emphasis is placed on communication problems and techniques, program planning and budgeting, personnel management, conference leadership, interviewing, performance evaluation, principles of inductive problem solving and decision making. Course materials are presented by lecture, demonstration, brief reading and workshop experience. Basic Management Techniques II, together with Introduction to Supervision, Basic Management Techniques I, and Supervision and Group Performance are designed for use in establishing management development programs for first line supervisors.

Who May Attend

The program is designed for supervisors GS–11, or equivalent, through GS–15. This course is designed for supervisors and is not recommended for those in nonsupervisory staff positions.

How To Make Nominations

Nominations should be submitted by authorized agency officials in priority order to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Dates of courses will be published in announcements issued prior to the offering of courses.

Other Information

Classes are limited to 20 participants. Further information may be obtained by calling 632–5671, or code 101, extension 25671.

BASIC MANAGEMENT TECHNIQUES II: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 3-day program offered on an "as needed" basis at the Civil Service Commission, 1900 E Street NW.

Description

This Institute is designed to equip agency trainers to present the Civil Service Commission Course: Basic Management Techniques II. The course, materials, and supporting information will be examined in detail, followed by discussion and workshop experience with the more difficult portions of the course. Instructors successfully completing the institute will be presented copies of the Instructor's Guide and will be certified as instructors for Basic Management Techniques II.

Who May Attend

Attendance is conditional upon prior attendance of a regular presentation of Basic Management Techniques II. A background in personnel administration or related activity is desirable.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and the institute should be made as far in advance as possible by contacting Director, General Management Training Center, or by calling 632–5671, or code 101, extension 25671.

Other Information

A minimum of five participants will be required to schedule an institute. Participation will be limited to eight.

MANAGEMENT INSTITUTE FOR SUPERVISORY SCIENTISTS AND ENGINEERS

Civil Service Commission

A 5-day program offered October 18–22, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This institute is a survey of management concepts which allows the firstline supervisor to become acquainted with the language and methodology of management. The program will examine the special nature of the managerial job in R&D and other engineering and scientific organizations by identifying the unique motivational characteristics of technical personnel by discussing the impact of organizational structure on the productivity of scientific and engineering groups and by exploring the leadership patterns best designed to release and accelerate creativity. The program will also take up such topics as the flexibilities of the Federal personnel system in managing scientists and engineers, career development concepts, and the administrative and financial practices which permit the most effective direction and control of technical projects. The staff for the program is drawn from Government agencies, leading industrial organizations, and universities.

Who May Attend

The program is intended for firstline supervisors in charge of a working technical group or individual scientists or engineers who are about to assume supervisory responsibility. Participants have generally been at the GS–11 through GS–14 level (or equivalent).

How To Make Nominations

Nominations are to be submitted by authorized agency representatives no later than 3 weeks before the beginning date of each program to:

Director, Science and Engineering Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Agencies may obtain further information by calling 632–5662, or code 101, extension 25662.

SUPERVISION OF LOW-SKILLED EMPLOYEES—PROBLEMS AND CHALLENGES

Civil Service Commission

A 5-day program to be given quarterly, at the Civil Service Commission, 1900 E Street NW.

Description

The program stresses the principle that meaningful employment can fulfill a variety of basic needs. There is some analysis of past and current experiences that have proven productive. Topics include: (*a*) Management commitment; (*b*) value systems; (*c*) acceptance and orientation; (*d*) job instruction; (*e*) coaching and reinforcement; and (*f*) evaluation methods. Films, case studies, workshop exercises, and role playing involve supervision in situations that simulate real problems.

Who May Attend

This course is designed to meet the needs of supervisors at any level who have responsibility for the orientation, training and development, and work performance of low-skilled workers.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, General Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Accepted nominations will be confirmed in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the course announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. Agencies will be billed for all accepted nominees unless

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formal cancellations are received by the announced cancellation date. Substitutions of eligible participants may be made up to the beginning of the program. Further information may be obtained by calling 632–5671 or code 101, extension 25671.

SUPERVISION OF LOW-SKILLED EMPLOYEES: AN INSTITUTE FOR INSTRUCTORS

Civil Service Commission

A 3-day program offered "as needed" at the Civil Service Commission, 1900 E Street NW.

Description

The institute is designed to provide direction and guidance to prospective instructors of the course, Supervision of Low-Skilled Employees. An in-depth examination of the subject matter is made in order to reinforce comprehension of the theories, principles, and rationale underlying the course concepts. In the practicum, each participant is afforded several opportunities to present segments of the course material, assimilating the techniques utilized and the conditions found in an actual training setting. Presentations are taped on a video recorder for subsequent playback in order that the participant might make self-appraisals and observations of his performance. Following his presentation, the participant has the benefit of oral critiques. Upon successful completion of the institute, participants will receive a copy of the Instructor's Guide to Supervision of the Low-Skilled Employees and will be certified as course instructors.

Who May Attend

The course is designed to be responsive to the needs of prospective instructors of the course, Supervision of Low-Skilled Employees. Prior attendance at a regular presentation of Supervision of Low-Skilled Employees is a prerequisite for attending the institute.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and institute should be made by contacting the Director, General Management Center, U.S. Civil Service Commission, Washington, D.C. 20415, or by calling 632–5671 or code 101, extension 25671.

Other Information

A minimum of three participants will be required to schedule an institute.

COUNSELING LOWER LEVEL EMPLOYEES

Civil Service Commission

A 5-day course to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Focuses on the career counseling and guidance role and responsibilities of the counselor, the agency and the Civil Service Commission in the Upward Mobility and Public Service Career's programs. Provides knowledge and skills in principles and methods of counseling adults, interviewing and counseling the under utilized and disadvantaged and helping new employees adjust to the world of work. Participants will have the opportunity to role play as counselors in practice sessions which simulate actual counseling situations.

Who May Attend

Persons who counsel lower-level employees and have not had previous training or experience in counseling underutilized employees with limited skills or long periods of unemployment.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PERSONNEL MANAGEMENT FOR SUPERVISORS

Civil Service Commission

A 3-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Covers knowledges the first-line supervisor should have concerning personnel processes and principles for effective performance of his job, including the supervisor's role in the selection, orientation, and development of employees; maintaining morale and productivity; performance evaluation; discipline and adverse actions; and relations with the operating personnel office.

Who May Attend

First-line supervisors GS–7 through 12, (for equivalent).

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

CONTRACT ADMINISTRATION FOR SUPERVISORS

Civil Service Commission

A 3-4 day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to prepare line foremen, supervisors and managers to deal with the union steward, establish a working relationship with the union, represent public management and administer the collective bargaining agreement on a day-to-day basis.

Who May Attend

Those supervisors and foremen who are or may be called upon to administer a contract and process grievances at the first and second level of public management.

How To Make Nominations

Nominations should be submitted on Optional Form 37 by authorized agency representatives to the Director, Labor Relations Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual course announcement which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632-4410 or code 101, extension 24410.

MANAGEMENT INTERN TRAINING

Civil Servce Commission

The following group of interagency courses are offered by the Civil Service Commission to supplement agency training programs for Management Interns and others in comparable programs. The Management Intern Lecture Program, which is designed as a general introduction to the Government as a place to build a career, is appropriate for all interns regardless of their educational background. Other courses are intended to supplement individual education and experience in government and management. An opportunity is thus provided for combining into a training program those courses geared to an intern's specific needs. Agencies are therefore urged to counsel with their interns and to nominate them for those courses which will best help them prepare for a management career in the public service.

THE MANAGEMENT INTERN LECTURE PROGRAM

Civil Service Commission

A 3-day course offered October 18–20, 1971 at the Civil Service Commission, 1900 E Street NW.

This course has been designed for all Management Interns and others in comparable programs and has three objectives: to bring about a broader understanding of the Government's organizational and programmatic response to the issues facing America in the 1970's; to create an increased awareness of the Government-wide nature of some of the issues and the interdependence of various agencies' programs to deal with them; and to indicate both the opportunities and responsibilities facing those who seek a management career in the Government. The program will consist of lectures and panel presentations interlaced with questions and discussions.

Who May Attend

All persons appointed from the management intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appoinited from the management intern register. Other employees, GS–5 through GS–9, or equivalent, may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of management interns.

How To Make Nominations

Optional Form 37 should be submitted by authorized agency representatives to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Further information may be obtained by calling 632–5662, or code 101, extension 25662.

THE DYNAMICS OF GOVERNMENT

Civil Service Commission

A 3-day course offered November 29–December 1, 1971, with additional sessions as needed, at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to introduce interns with little or no political science background to the workings of the Federal Government. It will utilize guest lecturers panels, and discussions to describe how policy and legislation is conceived, debated, legislated or promulgated, interpreted, and administered. It will provide a look at the relationships existing among the several branches of the Federal Government and between the Federal, State and local governments. Attention will be given to the impact of these processes and relationships on the bureaucracy and the day-to-day work of the civil servant. The course will be limited to 30 participants.

Who May Attend

All persons appointed from the Management Intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the management intern register. Other employees, GS–5 through GS–9 or equivalent, may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of management interns.

How To Make Nominations

Optional Form 37 should be submitted by authorized agency representatives to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Further information may be obtained by calling 632–5662, or code 101, extension 25662.

INTRODUCTION TO PUBLIC ADMINISTRATION

Civil Service Commission

A 3-day course offered December 27–29, 1971, with additional sessions as needed, at the Civil Service Commission, 1900 E Street NW.

Description

This course will serve as an introduction to the field of Public Administration for those interns who have had no training in this area. It will cover the history, development, and current status of Public Administration, devoting attention to general aspects of organization theory, line-staff relationships, interagency coordination, communication, and the personnel, budgeting, and planning functions, especially as all these relate to the Federal Government and its changing relationships with State and local governments. The program will consist of guest lecturers and discussions. It will be limited to 30 participants in an effort to maximize general class participation.

Who May Attend

All persons appointed from the management intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the management intern register. Other employees, GS–5 through GS–9 or equivalent, may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of management interns.

How To Make Nominations

Optional Form 37 should be submitted by authorized agency representatives to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Further information may be obtained by calling 632–5662, or code 101, extension 25662.

FUNDAMENTAL MANAGEMENT TECHNIQUES

Civil Service Commission

A 3-day course offered February 28–March 1, 1972, with additional sessions as needed, at the Civil Service Commission, 1900 E Street NW.

Description

This course provides a basic knowledge of several management techniques useful to any intern starting a career with the Government. It is designed to equip the intern with specific skills essential to his development as a manager. Among the areas to be covered will be planning, scheduling, and controlling of work. PERT and other graphic planning devices, problem solving models, scheduling forms, and controlling methods will be discussed in lectures and workshops. To insure maximum involvement of the students, each session will be restricted to 30 participants.

Who May Attend

All persons appointed from the Management Intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the Management Intern register. Other employees, GS–5 through GS–9 or equivalent may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of management interns.

How To Make Nominations

Optional Form 37 should be submitted by authorized agency representatives to Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Further information may be obtained by calling 632–5662, or code 101, extension 25662.

SEMINAR ON MODERN MANAGEMENT THEORIES

Civil Service Commission

A 3-day course offered January 24–26, 1972, with additional sessions as needed, at the Civil Service Commission, 1900 E Street NW.

Description

This course will provide an overview of management thought and research of the past 25 years. Lectures and discussions will focus on the work and writings of such influential writers as Maslow, McGregor, Likert, Herzberg, Drucker, Odiorne, Hitch, Beckett, Reddin, and Downs. These will be used to illustrate recent findings in the area of motivation, communication, leadership, etc., to review the concept of "management by objectives," and to introduce the "systems" concept of management. Emphasis will be on the practical application of these theories to the work situation of the Government manager. The seminar will be limited to 30 participants.

Who May Attend

All persons appointed from the Management Intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the Management Intern register. Other employees, GS–5 through GS–9 or equivalent, may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of management interns.

How To Make Nominations

Optional Form 37 should be submitted by authorized agency representatives to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Further information may be obtained by calling 632–5671, or code 101, extension 25671.

FEDERAL PERSONNEL MANAGEMENT: AN ORIENTATION FOR GOVERNMENT INTERNS

Civil Service Commission

A 3-day course to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides an integrated and systematized introduction to Federal personnel management for those just starting their careers in the Federal service. Defines the role of personnel management within total management with emphasis on its supporting role to the Federal manager. Provides a basic understanding of the merit system and of the major components comprising major Federal personnel management: manpower planning and organization, staffing, classification, labor relations, training, and discipline and adverse actions. Current special emphasis and public policy programs will be emphasized.

Who May Attend

All persons appointed from the Management Intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, who are in career fields other than personnel management, regardless of whether or not appointed from the management intern register. Other employees, GS-5 through GS-9 or equivalent, may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of Management Interns.

How To Make Nominations

Optional Form 37 should be submitted by authorized agency representatives to: Director, Personnel Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Further information may be obtained by calling 632-5636, or code 101, extension 25636.

FINANCIAL MANAGEMENT IN THE FEDERAL GOVERNMENT

Civil Service Commission

A 3-day course to be held twice a year at the Civil Service Commission, Washington, D.C. 20415

Description

This program examines the roles of the various branches and agencies of Government concerned with financial and fiscal matters at the Federal level. Course content includes formation, presentation, and execution of the National Budget; the framework for accountability of public resources; and the role and application of management audits. Participants are also introduced to the use of program analysis and evaluation as essential tools in public sector decisions relating to financial management.

Who May Attend

All persons appointed from the Management Intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the Management Intern register. Other employees, GS-5 through GS-9 or equivalent, may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of Management Interns.

How To Make Nominations

Optional form 37 should be submitted by authorized agency representatives to: Director, Management Sciences Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Further information may be obtained by calling 632-5600, or code 101, extension 25600.

MANAGEMENT INTRODUCTION TO ADP FOR MANAGEMENT INTERNS

Civil Service Commission

A 3-day program to be conducted November 15–17, 1971 and March 1–3, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

The rapidly growing capabilities and numbers of electronic computers, as well as the expanding diversity and complexity of ADP applications, require that Federal employees in all management fields have a sound basic knowledge of ADP. It is particularly important that the future leaders of government, the management interns of today, grasp at the outset of their careers the limitations and potential of ADP as a management tool.

The Management Introduction to ADP for Management Interns is intended to provide the necessary background upon which a more extensive ADP understanding can be built. The program will cover both technical and managerial topics on an introductory level. However, the technical aspects of ADP in this program have been carefully selected on a priority "need to know" basis for the managers of the future.

Who May Attend

All persons appointed from the Management Intern Register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the Management Intern Register. Other employees at the GS-5 through GS-9 level (or equivalent) may be nominated provided: (1) the individual is being developed for assumption of management responsibilities, and (2) the qualifications of the individual match those required for management interns.

How To Make Nominations

Optional Form 37 (Nomination-Registration for Training) should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

SCIENTIFICALLY BASED APPROACHES OF MANAGEMENT IN THE FEDERAL GOVERNMENT

Civil Service Commission

A 3-day orientation program to be conducted two times per year at the Civil Service Commission, 1900 E Street NW., Washington, D.C.

Description

This program is designed to provide interns with a general overview of the bases, major categories of techniques used, and future trends and issues of scientifically oriented approaches in government administration. Emphasis will be placed upon broad understanding of these approaches rather than upon the detailed technical aspects involved. It will cover such subjects as: the evolution and rationale of scientific aids in management; Systems Analysis; Operations Research; Program Evaluation; Management Information Systems; and new thrusts aimed at integrating scientific and technological methodologies with human requirements of the American system of government.

Who May Attend

All persons appointed from the management intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the management intern register. Other employees, GS–5 through GS–9, or equivalent, may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of management interns.

How To Make Nominations

Optional Form 37 should be submitted by authorized agency representatives to: Director, Management Sciences Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Further information may be obtained by calling 632–5600, or code 101, extension 25600.

INSTITUTE FOR LEGAL COUNSELS

Civil Service Commission

A 3-day program to be conducted in residence on November 17–20, 1971.

Description

The program will give participants an opportunity to study some of the issues, problems and current developments in our society and how these relate to their responsibility for administration and policy-making in the legal office. Participants will discuss approaches to resolving these problems and issues along with other matters which confront them in the operation of their legal offices, and have an impact on the effectiveness and response of the program goals of their agency and Federal Government.

Who May Attend

The Institute will be open to approximately 30 General Counsels, Solicitors and chief Counsels and their principal deputies and assistants.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the General Management Training Center, 632–5662, or code 101, extension 25662.

MANAGEMENT INSTITUTE FOR ATTORNEYS

Civil Service Commission

A 3-day program scheduled to be conducted at the Civil Service Commission on September 14–16, 1971 and March 28–30, 1972.

Description

This course is designed to meet the special needs of the supervising or managing attorney who seeks to broaden his insight and understanding of management and organization, develop further his ability to motivate his employees, and direct the operations of his office. The course focuses on some of the newer approaches to developing the effectiveness and efficiency of the supervisor and certain critical aspects in managing the law office in a Government agency. Ample opportunity is afforded for participants to share experiences and ideas and to examine problems and viewpoints of common interest.

Who May Attend

The course is open to supervising attorneys, division or branch chiefs, General Counsels and their assistants, and other attorneys who are supervising professional or paraprofessional employees in an agency legal office. Attorneys at the GS–14 level and above (or equivalent) will be given priority; attorneys at the GS–13 level will be considered on a space available basis.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the General Management Training Center, 632–5662, or code 101, extension 25662.

IDEAS AND AUTHORS: GENERAL ISSUES IN LAW

Civil Service Commission

Four 1-day sessions scheduled a month apart beginning in late September 1971 and conducted at the Civil Service Commission, 1900 E Street NW.

Description

The series will focus on significant developments in the law and problems and issues that are of concern to attorneys in Federal Government. Outstanding books by recognized authors will be selected for the series. Participants will have the opportunity to critically examine the writings of leading authorities and to discuss the books with their authors. Also, the program will enable attorneys to develop a better understanding of general questions of law and issues affecting the nation as well as their applicability in the Federal Government environment through discussions with experts and other knowledgeable persons.

Who May Attend

Nominees for the program should be attorneys serving at the GS–13 level and above (or equivalent).

How To Make Nominations

Authorized agency representatives will submit nominations to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Program announcements will be issued listing dates for the meetings, the books and issues included in the series and the deadline dates for receipt of nominations and confirmation of acceptances. Agencies may designate alternates to attend individual sessions, provided that they meet initial nomination requirements.

Other Information

Additional information is available from the General Management Training Center, 632–5662, or code 101, extension 25662.

IDEAS AND AUTHORS: ISSUES IN THE REGULATORY PROCESS

Civil Service Commission

Four 1-day sessions scheduled a month apart beginning in March 1972 and conducted at the Civil Service Commission, 1900 E Street NW.

Description

The books and topics for this program will be selected primarily on the basis of their relevancy to the problems and issues confronting regulatory agencies. Participants will have the opportunity to examine matters of concern to their agencies as well as scientific and technological developments which are creating new issues and complicating the old ones. This will add to their knowledge of the regulatory process and to further development of their professional skills. The participants will receive, for their review, the books and materials of recognized authors, scholars and other knowledgeable persons who will be invited to dicuss their works.

Who May Attend

This series will be designed principally for attorneys in the regulatory agencies in grades GS–13 and above (or the equivalents in both the military and non-GS rated civilian service) who will receive priority consideration in space allotments. Attorneys from nonregulatory agencies and officials who are not attorneys may be admitted if space is available and their job responsibilities are sufficiently related to the regulatory process.

Nominees should generally be serving in positions at the GS–13 level and above in either administrative or technical work situations, including military officials.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Agencies may designate substitutes to attend individual sessions, provided that such substitutes meet initial nomination requirements.

Other Information

Agencies may obtain further information by calling 632–5662, code 101, extension 25662.

INSTITUTE FOR NEW ATTORNEYS

Civil Service Commission

A 3-day program scheduled to be conducted at the Civil Service Commission on September 22–24, 1971 and February 22–24, 1972.

Description

This course will introduce participants to some of the principles involved in developing and implementing policies in the legal area and develop insights into the inter-relations of legal processes in the Federal Government, the functions and responsibilities of Government attorneys, and their impact on the work of Government agencies. Participants will gain knowledge of policies, procedures, regulations, and laws affecting their work, and a better understanding of the operations and organization of the Federal Government. They will be better able to serve their agencies in counseling, advising, litigating, and decisionmaking.

Who May Attend

Participation will be open to approximately 40 attorneys with two years or less service in government agencies.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the General Management Training Center, 632–5662, or code 101, extension 25662.

HEARING EXAMINERS AND THE REGULATORY PROCESS: CURRENT ISSUES, PROBLEMS AND DEVELOPMENTS

Civil Service Commission

One 6-day session to be conducted in residence on December 12–17, 1971.

Description

This program is designed for hearing (trial) examiners; and it is developed to assist in meeting the broad and continuing educational and developmental needs for the hearing examiners. The design of the course, the teaching techniques employed, and the background of the resource people will contribute to the enlargement of judicial acumen regarding the characteristics and essential qualities of the following:

A. The hearing examiner's role in Government; the agency to which he is attached and the society which is affected by the decisions which he makes.
B. The economic, social, and political systems, how they operate and change, and how hearing examiner activity relates to these systems.
C. The functions and processes of regulation and the relationships between regulatory responsibilities, governmental programs and quasi-judicial activities.
D. The administrative and structural aspects of organizations, how these effect the hearing examiner and relate to his own needs for administrative skills.
E. The developments in law, including those in the Administrative Procedures Act, concentrating on matters such as (*a*) the judicial aspects of the hearing examiner activity and (*b*) the court and agency decisions affecting the limits of the examiner's discretion and authority.
F. Philosophy and logic, in addition to scientific and technological aspects of law and government and the activity of the hearing examiners concerned.

Who May Attend

Participation in the program on the Administrative Process is open to all hearing (trial) examiners in the classification series GS–935.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost for living accommodations and meals will be paid by each individual participant out of his per diem. Agencies may obtain further information by calling the General Management Training Center 632–5662, or code 101, extension 25662.

SEMINAR IN ADP MANAGEMENT AND ADMINISTRATION

Civil Service Commission

A 3-day seminar to be held September 8–10, 1971; and January 11–13, 1972, at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to bring together persons having ADP management responsibilities in Government agencies, for the purpose of receiving and exchanging information pertinent to the major problems of data processing management and administration. The seminar, following delineation of the scope of ADP management, will include discussion of all the tasks and techniques of the data processing manager. Emphasis, however, will be placed on the significant, nonroutine problems, including: personnel turnover; use of languages and software; performance measurement and scheduling; open shop vs. closed shop programing; relationships between users and system analysts, systems analysts and programers, programers and operator; optimization of machine use; and enforcing documentation.

Who May Attend

Administrators and deputy administrators of ADP installations, data processing managers, programing supervisors, supervisory systems analysts, and computer operations managers are eligible for nomination.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Nominations will close one month before class commences.

Other Information

The cost of the program—$165 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 632–5650 or code 101, extension 25650.

AN INTRODUCTION TO ADP

Civil Service Commission

A 1-week program to be conducted July 12–16, 1971; October 18–22, 1971; January 17–21, 1972; and May 15–19, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed to provide introductory knowledge of the uses and potential of automatic data processing systems. The primary topics include: (*a*) Capabilities and components of computers; (*b*) ADP systems analysis and design; (*c*) computer programing concepts; (*d*) ADP conversion planning and control; (*e*) onsite tour of a computer installation; (*f*) impact of computer time-sharing; (*g*) ADP applications; (*h*) economic and social effects of increasing computer automation; (*i*) ADP in the Federal Government; and (*j*) the future of ADP. The broad implications of automatic data processing will be stressed in conjunction with selected technical aspects of the computer. Lack of prior familiarity with computer technology will not handicap participants.

Who May Attend

This program is open to all career Government employees.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than one month before course commencement.

Other Information

The cost of the program—$60 per person— will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 632-5650, or code 101, extension 25650.

COMPUTER/MICROFILM INTERFACES

Civil Service Commission

A 2-day program to be conducted August 19–20, 1971; October 28–29, 1971; December 16–17, 1971; and February 10–11, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

Whether a microfilm system or a computer system is better suited for information storage and retrieval is a question that has plagued the information industry for years. Which is more efficient? Which is less expensive? The "system" solution presented in this seminar is to use computers and microfilm in combination. In this way, the advantages of one complement the advantages of the other. In addition to being able to use microfilm and computers together in a systems sense, a number of new devices now allow direct machine conversion from magnetic tape to microfilm and from microfilm to magnetic tape and other machine readable media. This computer/microfilm interface gives a new dimension to the concept of information systems. This seminar will provide a balanced view of work now being done using computer/microfilm interface and discuss the cost/benefits of such an approach.

Who May Attend

Information specialists, computer specialists, systems analysts, librarians, and others concerned with the possibility of using computers and microfilm together, at grade GS–7 and above (or equivalent) are eligible to attend this program. It is desirable for all participants to

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have a basic knowledge of operational information systems and of automatic data processing concepts.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, at least one month prior to the starting date of the program.

Other Information

The cost of this program—$100 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

COMPUTER TYPESETTING/PHOTOCOMPOSITION

Civil Service Commission

A 2-day seminar to be conducted August 26–27, 1971; November 4–5, 1971; and May 11–12, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

The primary objective of this seminar is to provide a balanced overview of what is currently being done in the area of computer typesetting and photocomposition. Coverage will include the available hardware and software as well as a systems approach to the evaluation of these items.

Who May Attend

The seminar is designed for publications officers, printing specialists, information specialists, computer specialists, systems analysts, compositors, typesetters, editors and other career government employees who need to learn about computer typesetting and photocomposition.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S.

Civil Service Commission, Washington, D.C. 20415, no later than one month before the course starting date.

Other Information

The cost of the program—$100—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 632–5650 or code 101, extension 25650.

EXECUTIVE SEMINAR WORKSHOP SERIES IN ADP

Civil Service Commission

The Executive Seminar Workshop Series in ADP consists of three modules, each of which is described below.

EXECUTIVE SEMINAR IN ADP

Civil Service Commission

A 2-day seminar to be offered September 16–17, 1971 and February 3–4, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

The seminar is designed for executives who have broad responsibility for functions which are or soon may be automated. It will provide an opportunity to obtain information, develop ideas, and exchange views on effective uses of automatic data processing. Topics presented and discussed will focus on matters of concern to top management. Content of the seminar will include: capabilities of electronic data processing equipment; feasibility studies; inplementing the decision to automate; effects of electronic data processing systems on organizational structure and various levels of management; present ADP applications and their results in terms of efficiency, effectiveness, and economy; the impact of ADP on the workforce; and the future of ADP in Government management. This seminar not only provides the basic computer concepts necessary for the rest of this series, but it can also serve as an appropriate background course for other, more specialized programs offered by The ADP Management Training Center.

EXECUTIVE WORKSHOP IN ADP SYSTEMS ANALYSIS

Civil Service Commission

A 3-day seminar to be offered September 29–October 1, 1971 and February 16–18, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

This course is specifically designed for Government executives seeking a fuller understanding of the basic concepts and techniques of ADP systems analysis. The workshop is a highly condensed, fast-moving course. Participants will learn, by working in small workshop teams and through class discussion, how an ADP systems analyst proceeds from the first step of problem definition to the documentation of a new system. The course will deal primarily with one case study application.

EXECUTIVE WORKSHOP IN ADP PROGRAMING

Civil Service Commission

A 5-day seminar to be offered November 1–5, 1971 and February 28–March 3, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

This course is specifically designed for Government executives who want and need to have a fuller understanding of the basic concepts and techniques of digital computer programing. The teaching effort will be directed toward the "doing," by each individual participant, of computer programing. The workshop is a highly condensed, fast-moving course with most of the available time devoted to technical details. The culmination of the week's activities will be the writing of two computer programs, one in the BASIC language which will be tested and executed using time-shared remote computer terminals, the other in COBOL, to be compiled and run on batch processing equipment.

Who May Attend

Career executives, GS–14 (or equivalent) and above, are eligible for nomination to any module of the Executive Seminar Series in ADP. A person planning to attend the workshops will find it helpful to have a basic understanding of ADP such as that presented in the Executive Seminar in ADP or some similar program.

How To Make Nominations

The Executive Seminar Series in ADP consists of three modules designed to be taken in the sequence listed:

The Executive Seminar in ADP (2 days, $125)
The Executive Workshop in ADP Systems Analysis (3 days, $185)
The Executive Workshop in ADP Programing (5 days, $200)

If an executive plans to take the entire series, his agency may send a single nomination for "The Executive Seminar Series"—in which case the cost is $400 per person. The three modules that make up the Executive Seminar Series are also available as stand-alone programs at the individual seminar prices shown above. Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than one month before starting date of the seminar. A copy of the course announcement containing more specific details may be obtained by calling 632–5650, or code 101, extension 25650.

MANAGEMENT INTRODUCTION TO ADP

Civil Service Commission

A 3-day seminar scheduled for July 26–28, 1971; August 17–19, 1971; September 8–10, 1971; October 5–7, 1971; December 1–3, 1971; January 4–6, 1972; March 14–16, 1972; and April 25–27, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to provide a management overview of the fundamentals of automatic data processing. It is also the recommended introductory course for participants planning to attend later ADP seminars (personnel management, employee development, financial management, the law, supply management, medicine, and technical information systems). The following topics will be discussed: (*a*) ADP overview; (*b*) capabilities and components of computers; (*c*) introduction to ADP programming; (*d*) planning and preparing for a computer; (*e*) ADP systems analysis and design; (*f*) computer applications; (*g*) economics of ADP; and (*h*) computer-related middle management considerations. Technical aspects of automatic data processing will be presented, but only on an introductory level. Lack of prior participant familiarity with computer technology is assumed.

Who May Attend

This program is open to career Government employees, GS-11 and above or equivalent.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 no later than one month before course commencement.

Other Information

The cost of the program—$100 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 632-5650, or code 101 extension 25650.

SEMINAR ON ADP AND THE LAW

Civil Service Commission

A 3-day seminar to be conducted October 13–15, 1971 and February 16–18, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

This course will deal with some of the fundamental issues surrounding both the use of computers as tools for legal research and office administration, and the legal ramifications of computers. Among the topics to be discussed are: (*a*) Legal information retrieval; (*b*) legal office administration computer applications (*c*) legal liability and automatic data processing; (*d*) legal protection for computer programs; (*e*) computers and the invasion of privacy; and (*f*) contracting for ADP equipment and services.

Who May Attend

Career Government attorneys with an interest in the combined topics of computers and the law are eligible for nomination. Some knowledge of ADP, such as that gained through prior attendance at a session of Management Introduction to ADP, is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than one month before course commencement.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center, 632–5650, or code 101, extension 25650.

SEMINAR ON ADP AND MEDICINE

Civil Service Commission

A 3-day seminar to be conducted August 4–6, 1971; September 21–23, 1971; and May 17–19, 1972, at the Civil Service Commission, 1900 E Street NW.

Description

The purpose of this seminar is to provide a forum for the presentation and discussion of timely concepts, problems, and solutions in medicine and ADP. Additionally, it facilitates the exchange of information among physicians, educators, research investigators, hospital administrators, and other members of the medical community, with emphasis on those areas in which computers and other aids to information processing can play a significant role.

This seminar is specifically designed for employees who want and need a broader understanding of the concepts and techniques of ADP and its relationships to medicine. The seminar is intended for the professionals in administration, processing, education, research, clinical medicine and other related areas. In three days, with this general audience, the rigorous treatment of any specific subject area will not be attempted.

Who May Attend

Physicians and hospital administrators employed by agencies as well as other career government employees with an interest in these combined topics, are eligible for nomination. Some familiarity with ADP, such as that gained through prior attendance at a session of Management Introduction to ADP, is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than one month before course starting date.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center, 632–5650, or code, 101, extension 25650.

SEMINAR ON ADP IN FINANCIAL MANAGEMENT

Civil Service Commission

A 3-day program to be held August 4–6, 1971; November 3–5, 1971; and March 8–10, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed primarily to examine various systems approaches in applying ADP to specific financial activities. The following topics are among those discussed through the use of case histories, group discussions, and lectures: (*a*) growing impact of ADP on financial management; (*b*) computer equipment characteristics and capabilities; (*c*) current and projected use of computers in the financial management field; (*d*) problems of systems integration, evaluation and control; and (*e*) feasibility studies and the selection of payoff areas.

Who May Attend

Accountants, budget officers, and others in the financial management field, GS–11 and above or equivalent are eligible for nomination. Prior attendance at a Management Introduction to ADP course or equivalent knowledge is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S.

Civil Service Commission, Washington, D.C. 20415, no later than 1 month before course commencement.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

SEMINAR ON ADP IN PERSONNEL MANAGEMENT

Civil Service Commission

A 3-day program to be held July 27–29, 1971 and September 1–3, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to orient the personnel manager to the ways in which ADP can support him and to acquaint him with some of the personnel problems related to computer systems. The following topics are among those discussed through the use of case histories, group discussions, and lectures: (*a*) growing impact of ADP on personnel management; (*b*) case studies in computerized personnel systems; (*c*) government-wide activities related to contralized ADP systems and standards; (*d*) description of ADP jobs and their requirements; and (*e*) management considerations in developing computerized personnel systems. This program will build upon the material presented in the 3-day Management Introduction to ADP course.

Who May Attend

Those serving in the personnel field or closely associated with personnel administration, GS–11 and above or equivalent, are eligible for nomination. Prior attendance at a Management Introduction to ADP course or corresponding knowledge is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than 1 month before course commencement.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center, 632–5650, or code 101, extension 25650.

SEMINAR ON ADP IN SUPPLY MANAGEMENT

Civil Service Commission

A 3-day program to be held December 7–9, 1971 and April 11–13, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed primarily to examine various systems approaches in applying ADP to specific supply activities. The following topics are among those discussed through the use of case histories, group discussions, and lectures: (*a*) growing impact of ADP on supply management; (*b*) computer equipment characteristics and capabilities; (*c*) current and projected use of computers in the supply management field; (*d*) problems of systems integration, evaluation and control; and (*e*) feasibility studies and the selection of payoff areas. This program will build upon the material presented in the 3-day Management Introduction to ADP course.

Who May Attend

Supply officers and others in allied fields, GS–11 and above or equivalent, are eligible for nomination. Prior attendance at a Management Introduction to ADP course or equivalent knowledge is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than one month before course commencement.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 632–5650, or code 101, extension 25650.

SEMINAR ON ADP IN TECHNICAL INFORMATION SYSTEMS

Civil Service Commission

A 3-day program to be held July 20–22, 1971; October 6–8, 1971; and April 4–6, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed primarily to examine various systems approaches in applying ADP to specific storage and retrieval functions. The following topics are among those discussed through the use of case histories, group discussions, and lectures: (*a*) growing impact of ADP on the storage and retrieval of technical data and documents and library management; (*b*) equipment characteristics, capabilities, and trends; (*c*) current use of computers in library science; (*d*) introduction to indexing and abstracting; (*e*) problems of systems evaluation and control; (*f*) feasibility studies and the selection of payoff areas.

Who May Attend

Information specialists, librarians, archivists, and others concerned with the storage and retrieval of technical data, GS–9 and above, or equivalent, are eligible for nomination. Prior attendance at a Management Introduction to ADP course or corresponding knowledge is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than one month before course commencement.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center, 632–5650, or code 101, extension 25650.

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SEMINAR ON SCIENTIFIC AND TECHNICAL APPLICATIONS OF ADP

Civil Service Commission

A 3-day program to be held on November 10–12, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed for government engineers, scientists and technicians who seek to strengthen their understanding of the potential of computers in scientific and technical areas. Emphasis is placed on current state-of-the-art computer applications. The following topics are among those discussed through the use of group discussions, case histories, and lectures: (*a*) introduction to the use of analog and digital computers for scientific applications; (*b*) services which a computer laboratory can provide for the scientists, engineers, and technician; (*c*) ADP applications in such fields as space technology, missile control, communications, medicine, cartography, weather; (*d*) analysis of selected operational technical information systems; and (*e*) research advances in computer technology.

Who May Attend

Persons serving in engineering, scientific, or technical fields, and managers of persons in these fields, GS–9 and above or equivalent, are eligible to attend. Prior attendance at a Management Introduction to ADP course or equivalent knowledge is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 no later than one month before course commencement.

Other Information

The cost of the program—$150 per person— will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center, 632–5650, or code 101, extension 25650.

SURVEY AND EVALUATION OF EQUIPMENT FOR INFORMATION PROCESSING SYSTEMS

Civil Service Commission

A 2-day seminar to be offered August 17–18, 1971; October 26–27, 1971; and April 25–26, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to familiarize the participants with the use, performance, characteristics, and selection and evaluation of all major classes and types of equipment utilized in the library and information environment. Emphasis will be placed on applications and performance of the equipment rather than on engineering specifications or internal mechanisms.

Who May Attend

The seminar is designed for information specialists, librarians, computer specialists, systems analysts, budget analysts, and other career government employees who are responsible for the design or management of information systems or the acquisition of equipment for such purposes.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 no later than one month before the course starting date.

Other Information

The cost of the program—$100 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 632–5650 or code 101, extension 25650.

WORKSHOP IN INDEXING AND ABSTRACTING FOR ADP INFORMATION SYSTEMS

Civil Service Commission

A 3-day workshop to be conducted August 3–5, 1971; October 13–15, 1971; and April 12–14, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed to acquaint participants with the processes of developing indicative and informative abstracts of technical documents and selecting appropriate index terms for information storage and retrieval of technical citations. Topics include: (*a*) introduction to information-handling systems; (*b*) ground rules for indexing and abstracting; (*c*) examples of thesaurus-building; (*d*) state-of-the-art in automatic indexing; (*e*) budget considerations; (*f*) controlled vs. free indexing; (*g*) links and roles; and (*h*) workshop sessions in both indexing and abstracting.

Who May Attend

Information specialists, librarians, archivists, and others concerned with the storage and retrieval of technical information, GS–7 and above, or equivalent, are eligible for nomination.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than one month before course commencement.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center, 632–5650, or code 101, extension 25650.

ECONOMICS FOR PUBLIC MANAGERS

Civil Service Commission

A 5-day program conducted quarterly in Washington, D.C. A similar program is offered in the Atlanta and San Francisco Civil Service Commission Regions.

Description

This course is designed to equip the manager to incorporate the postulates of economic reasoning into his decision processes. Topics to be covered include a description of how a price system functions, determination of demand, and an analysis of different types of costs including their relevance for management decisions. The concept of economic efficiency will be explored in detail and related to pricing and production policies of individual producers. Also, the course will discuss management decision tools such as capital budgeting, systems analysis, and cost-benefit analysis.

Who May Attend

This course is intended for managers, executives, staff directors, and analysts from Federal, State, and local governments at grade levels GS–13 and above (or the equivalents). Nominees should have responsibility, in a line or staff capacity, for significant programs of their agencies.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or code 101, extension 25600. Contact regional training institutes for information about their programs.

EXECUTIVE ORIENTATION IN PPB

Civil Service Commission

A 3-day program conducted quarterly in Washington, D.C. A similar course is offered in the Philadelphia, St. Louis, and San Francisco Civil Service Commission Regions.

Description

It is imperative that executives and managers throughout the Government understand what the planning, programing, and budgeting system is and what they can achieve through it. This course has been designed for this purpose and will provide: (1) an understanding of what PPB is; (2) an understanding of what can be accomplished through PPB; (3) an awareness of economic principles underlying PPB; (4) a general knowledge, plus some actual guided experience, in the methods and techniques used; and (5) information regarding the experience of nondefense agencies using the system.

Who May Attend

This course is intended for Federal, State, and local government executives at grades GS-14 and above (or the equivalents) who would benefit from a better understanding of the PPB system.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632-5600, or code 101, extension 25600. Contact regional training institutes for information about their programs.

FINANCE IN AGENCY MANAGEMENT

Civil Service Commission

Six 5-day programs will be held in Washington, D.C. Similar programs will be presented by the Philadelphia, St. Louis, and San Francisco Regional Training Institutes.

Description

The program focuses on the interrelationships of financial specialties and their use in the internal management of an agency's programs. It is designed to serve persons who are advancing to more responsible positions in the field of financial management, and persons assigned to non-financial positions who have a need for a better understanding and appreciation of financial management work. The course consists of preparatory readings, lectures, discussions, and case studies.

Who May Attend

Sessions in Washington, D.C. are limited to Federal, State, and local employees, GS-9 through GS-13 (or the equivalent), who have responsibilities in one or more of the financial specialties and who are in positions requiring a general understanding of financial systems.

How To Make Nominations

A Nomination-Registration for Training form (Optional form 37) should be submitted by authorized agency officials to the Management Sciences Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 for programs in Washington, D.C.

Other Information

For further information on this program in Washington, D.C. call code 101, 25600, or 632-5600. Contact the Regional Training Institutes for information on their programs.

GENERAL ORIENTATION IN PROGRAM EVALUATION

Civil Service Commission

A 2-day program conducted 10 times a year in Washington, D.C. A similar program is offered in the Atlanta and San Francisco Civil Service Commission Regions.

Description

This course is designed to provide participants with: (1) an introduction to the objectives and methodology of program evaluation; (2) a review of the fundamental principles involved; (3) a summary of most commonly used systematic approaches in the analysis and evaluation of Government programs; (4) a general knowledge of the substance and format of the PPB concept; (5) a survey of current developments and trends of improvement in program analysis and evaluation. This orientation fills the need to provide a broad based understanding of program evaluation.

Who May Attend

This course is intended for Federal, State, and local government employees at grades GS-13 and below (or the equivalent) who will benefit from a better understanding of the PPB system.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning 632-5600, or code 101, extension 25600. Contact Regional Training Institutes for information about their programs.

MANAGEMENT USE OF FINANCIAL INFORMATION

Civil Service Commission

A 3-day program offered once each quarter. A similar program will be presented by the St. Louis Regional Training Institute.

Description

This 1-week course consists of 20 class sessions, each lasting about an hour and a half. Classes will consist of lectures, group discussions, and selected problems. Selected readings will be issued wherever appropriate. Examples and cases will be drawn largely from the public sector, minimizing private sector samples. The objective is to help decision-makers better understand the type of resource information presently and potentially available to them through their accounting system for management control and performance evaluation. The relevance of specific types of information to decisions and actions is focused within the total information system.

Who May Attend

Participation will be limited to 30 managers. Persons nominated should hold positions which include significant responsibilities for managerial decisions, or alternatively, be in staff positions where insight into the use of financial information in management decisions and control will enhance their performance.

How To Make Nominations

Nomination-Registration for Training forms (Optional form 37) should be submitted by authorized agency officials to the Management Sciences Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

For further information on this program in Washington, D.C. call 632–5600, or code 101, extension 25600. Contact the St. Louis Regional Training Institute for more information on the program.

THE FEDERAL BUDGET PROCESS

Civil Service Commission

Eight 2-day programs will be held in Washington, D.C. Similar programs will be presented by the Atlanta, Philadelphia, St. Louis, and San Francisco Regional Training Institutes.

Description

The course is intended for all Federal employees who do not understand the interfaces and interrelationships among those activities involved in budgeting. It will be helpful particularly for those working in a professional capacity who are relatively new to the Government. However, new and old alike will profit. It is designed to provide them with a general understanding of the function, history, and procedures of the Federal Budget Process. Readings, lectures, and discussions will cover the following topics: the place of budgeting; its evolution; general procedures in formulation, execution, and review; and roles played by major activities.

Who May Attend

This course is available and of value to any professional level employee. It should be indispensable to all employees in financial management or administration positions who are not knowledgeable on the processes. It is particularly well suited for those entering the Federal service, such as interns and trainees.

How To Make Nominations

Nomination-Registration for Training Forms (Optional form 37) should be submitted by an authorized agency representative to The Management Sciences Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Call 632–5600 or code 101, extension 25600. Contact Regional Training Institutes for information on their programs.

EFFECTIVE COMMUNICATION FOR PERSONNEL SPECIALISTS

Civil Service Commission

A 3-day course to be held annually at the Civil Service Commission.

Description

A workshop course aimed at improving oral and written communications skills with specific reference to communicating the flexibilities of the Federal personnel system to managers, supervisors, employees, and the public.

Who May Attend

Personnel specialists GS–7 through 13 (or the equivalent) who have significant responsibility for explaining and interpreting the Federal personnel system.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

IDEAS AND AUTHORS—PERSONNEL MANAGEMENT

Civil Service Commission

Four evening sessions, 7 to 10 p.m., once a month for 4 months at the Civil Service Commission, 1900 E Street NW.

Description

Affords Federal personnel specialists a chance to explore significant current publications through direct discussion of the author's ideas in addition to systematic examination of the books themselves. At each session, an outstanding writer will discuss his book, and an expert guest critic will present his reactions and commentary; after which participants will have an opportunity for discussion and questions. Books are furnished well in advance of the sessions at which they are to be discussed.

Who May Attend

This course is intended primarily for persons occupying positions in any personnel management specialty. Individuals from other occupational series will also be admitted to the extent that space permits.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual course announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

INTRODUCTION TO PERSONNEL MANAGEMENT

Civil Service Commission

A 5-day course to be held four times a year at the Civil Service Commission, 1900 E Street NW.

Description

Defines and discusses the several personnel management specialties and their interrelationships, and emphasizes their relationships with overall personnel management and total management; identifies the special competences required for success in personnel management; discusses current trends and developments in personnel management.

Who May Attend

Career employees, grades GS–5 through 9 (or the equivalent), who are beginning or have been selected for careers in personnel management; management interns, trainees in other fields are also eligible as space permits.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

MANPOWER PLANNING AND REQUIREMENTS

Civil Service Commission

A 3-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Examines traditional, current, and emerging theories and practices related to manpower planning. Explores problems involved in establishing and implementing a manpower planning program. Discusses order of priorities in planning, anticipating the problems which can be expected at each stage of the process and integrating the findings into a comprehensive plan.

Who May Attend

Persons who are involved in aspects of manpower planning.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

ORGANIZATION THEORY

Civil Service Commission

A 3-day course held annually at the Civil Service Commission,
1900 E Street NW.

Description

Explores traditional and current organization theory in the light of behavioral studies of employee needs and motivations; discusses divergent views of human motivation, practical organization considerations, effective leadership patterns, productivity, and achievement of program goals.

Who May Attend

Personnel officers, supervisors, and managers, GS–11 through 15 (or the equivalent).

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PERSONNEL MANAGEMENT FOR MANAGERS

Civil Service Commission

A 3-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Reviews the role of the upper-level manager in achieving mission and program goals through effective management of human resources; covers the role of the manager as personnel administrator in his own organization; outlines the services and support he should expect from staff personnel specialists and his responsibilities to them; discusses current theories and principles of management as applied to the management of personnel; and examines his role in connection with evaluation of personnel management.

Who May Attend

Program managers in GS–12 (or the equivalent) and above; primarily intended for those with limited previous managerial experience. Military officers, especially those with newly assigned responsibilities in the management of civilian staffs, are eligible and encouraged to attend.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PERSONNEL MANAGEMENT FOR PERSONNEL SPECIALISTS

Civil Service Commission

This course will have 8 full-day sessions meeting once a week for 8 successive weeks. ***It is held twice a year at the Civil Service Commission, 1900 E Street NW.***

Description

Intensive coverage of the personnel management function, with the use of a comprehensive text. The course will meet one day a week for 8 weeks, so that participants will have time between sessions to assimilate what has been presented and to prepare for subsequent sessions. Participants will also prepare and present a research paper.

Who May Attend

Personnel specialists GS–9 through 13 (or the equivalent); especially designed for those whose previous experience or training has not afforded a broad view of the personnel function.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nomination, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PSYCHOLOGY AND THE MANAGEMENT OF HUMAN RESOURCES

Civil Service Commission

A 3-day course held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Explores problems of human behavior in the organization in the light of psychological research findings, with specific applicability to: institutional requirements (selection, development, and counseling of employees); individual characteristics (personnel and organizational psychology and human motivation); and group influences (communication and employee-management relations).

Who May Attend

Middle-level staff and supervisory employees (GS-9 through 13 or the equivalent), as well as personnel specialists, who need to know more about the science of human behavior. This course is not intended for people who have had intensive courses in personnel psychology or industrial psychology.

How To Make Nominations

CSC nomination form (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632-5636 or code 101, extension 25636.

THE MANAGER'S ROLE IN OCCUPATIONAL MENTAL HEALTH

Civil Service Commission

A 3-day course to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Designed to increase managers' understanding of the underlying causes of common behavior problems, broaden the range of possibilities open to managers in coping with problem employees, and identify resources available to employees with emotional or social problems.

The conceptual framework—social, psychological, and medical—is established through lecture/discussion sessions with mental health professionals. Interspersed with lecture/discussion sessions are case discussions in small groups, with emphasis on the participants discussing and analyzing problems from their own experience. A professional resource person is available to each group. Subjects covered include: absenteeism and tardiness, alcoholism and drug abuse, interpersonal conflict, overdependence on others, destructive and threatening behavior, the manager's feelings and reactions to such problems, current views of the Civil Service Commission and the courts with reference to agency actions in connection with problem employees, and community resources.

Who May Attend

Supervisors and managers, GS-9 and above (or the equivalent).

How To Make Nominations

CSC nomination form (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632-5636 or code 101, extension 25636.

TECHNICAL TRAINING

Automatic Data Processing

Computer Specialist

DECISION LOGIC TABLE WORKSHOP

Civil Service Commission

A 3-day tutorial program to be held September 21–23, 1971;
1972 at the Civil Service Commission, 1900 E Street NW.
1972 at the Civil Service Commission, 1900 E Street NW.

Description

Although decision tables are useful in many different situations, the focus in this course will be upon their relevance to data processing systems. The workshop is designed to teach students the fundamental concepts of decision logic tables, and to develop competence in using these techniques for improving communications and standardizing documentation. A basic proficiency in using decision tables will be developed by having students complete a series of increasingly difficult assignments utilizing limited, extended, and mixed entry tables. Students will be taught how to develop optimum tables and how to link tables together for documenting series of complex decisions. Students will learn how decision tables can be used effectively throughout the systems development process by operating managers and their staffs, and by systems analysts, programers, and other computer specialists. Also covered in the workshop will be the conversion of decision tables to computer programs by coding and by using higher level languages.

Who May Attend

This program is open to full-time employees, GS–9 and above (or equivalent), in both management and staff functions, who need a technique for documenting and communicating their decision methods or systems designs.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S.

Civil Service Commission, Washington, D.C. 20415. Nominations will close one month before the class commences.

Other Information

The cost of this program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 632–5650, or code 101 extension 25650.

FUNDAMENTALS OF ADP FOR COMPUTER SPECIALIST TRAINEES

Civil Service Commission

On introductory 4-week course to be conducted two times during this fiscal year at the Civil Service Commission, 1900 E Street NW.

Description

This program will expose students to almost all facets of data processing. The orientation to computer concepts will include a history of ADP; the logic behind the computer; the structure of computer components and the capabilities of the computer; and the various input/output devices and media.

This accelerated course will include both systems analysis and programing assignments in workshop exercises. Students will make use of the various techniques of systems analysis and design when they generate data requirements, processing specifications and systems flowcharts.

Two weeks will be devoted to COBOL; FORTRAN will be presented in the latter part of the course. In addition, the students will be made aware of other languages and application programs and will be given an introduction to operating systems and decision logic tables. They will be given a lecture on time-sharing and will also make use of one phase of time-sharing; interactive problem programing.

The students will be given a well-rounded education on computers and a complete ADP picture. Each participant who successfully completes this training program can reasonably be expected to write moderately difficult computer programs or work as a junior member of a systems team. On-the-job training under the guidance of an experienced computer specialist will be required after the formal class training in order to develop a competent computer specialist of the trainee.

Who May Attend

Individuals who will be expected to fill positions in the Computer Specialist series (encompassing Computer Programmer, and Computer Specialist positions) in grades GS–5 and above (or equivalent) are eligible to attend.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the following schedule:

Course dates	*Nomination deadline*
September 27—October 29, 1971	September 1, 1971
February 7—March 8, 1972	January 10, 1972

Other Information

The cost of this program—$600 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Consult the quarterly calendar or schedule of The ADP Management Training Center for sessions which may be added to the above course dates. Agencies may obtain further information from The ADP Management Training Center, 632–5650 or code 101 extension 25650.

SEMINAR IN ADVANCED COMPUTER SYSTEMS TECHNOLOGY

Civil Service Commission

A 1-week program to be held August 23–27, 1971; November 29–December 3, 1971; and March 20–24, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to acquaint the computer specialist with state-of-the-art information about hardware, software, and applications. Although open to computer programers the course will serve primarily to update the technical knowledge of the ADP systems analyst. Among the topics to be discussed are: (*a*) implications of the newest multi-use computers; (*b*) considerations for redesigning, modifying or expanding present systems; (*c*) hardware/software compatability and conversion problems; (*d*) advances in operating systems; (*e*) higher level programing languages; (*f*) current real time and time-sharing capabilities; (*g*) proprietary software packages; and (*h*) developments in input output devices.

Who May Attend

ADP systems analysts and programers and other computer specialists are eligible for nomination. Attendance is open to Federal, State, and local government employees.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than one month before course commencement.

Other Information

The cost of this program—$200 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Consult the quarterly calendar or schedule of The ADP Management Training Center for sessions which may be added to the above course dates.

Agencies may obtain further information from The ADP Management Training Center by calling, 632–5650 or code 101, extension 25650.

SEMINAR IN COMPUTER SYSTEM EVALUATION AND SELECTION

Civil Service Commission

A 3-day seminar to be conducted September 28–30, 1971; November 3–5, 1971; and February 8–10, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

This program will consist of lecture, discussion, and workshop sessions centering on the questions of: (*a*) generating specifications; (*b*) evaluating vendor proposals; (*c*) benchmark programs; (*d*) simulation as an evaluation tool; (*e*) contract negotiations; (*f*) other considerations. The course will be conducted by individuals with extensive experience in system evaluation and selection. It will emphasize the entire selection/acquisition cycle in the context of current Federal acquisition policies and regulations.

Who May Attend

Government employees, GS–11 and above, or equivalent, whose responsibilities involve participation in the computer evaluation and selection process are eligible to attend. A knowledge of ADP fundamentals is necessary for meaningful participation in this seminar.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Nominations will close one month before class commences.

Other Information

The cost of the program—$165 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center, 632–5650 or code 101, extension 25650.

SYSTEMS WORKSHOP FOR COMPUTER SPECIALISTS

Civil Service Commission

A comprehensive 3-week, two-part training program in the fundamentals of the ADP systems development process to be conducted July 12–23, 1971 (Phase II); September 27–October 1, 1971 (Phase I); November 1–12, 1971 (Phase II); and May 8–12, 1972 (Phase I); June 12–23, 1972 (Phase II) at the Civil Service Commission, 1900 E Street NW.

Description

This 3-week training program is specifically designed for computer programers and systems analyst trainees who need a firm grounding in the fundamentals of systems analysis and design. The in depth, comprehensive program is presented in two Phases: Phase I—Basic Concepts, 1-week session designed to provide an introduction to the fundamentals of the total systems design process and Phase II—Application Workshop, a 2-week session of work problems and case study designed to develop a basic competence in the skills and techniques of systems analysis and design. The objective of the program is to develop junior analysts who can do systems work with minimum guidance from experienced analysts. The program will be conducted by a staff of highly accomplished data processing technical educators.

Who May Attend

Computer specialists, newly assigned systems analysts, computer programers and others with a need for working knowledge of systems analysis techniques are eligible for nomination. Prerequisites for the course are: (1) a thorough appreciation of ADP, and (2) computer programing experience. Attendance is open to Federal, State, and local government employees.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the above schedule. Nominations will close one month before the course commences.

Other Information

The cost of the 3-week program—$450 per person—will be shared by the participating agencies. Announcements with more detailed information and nomination procedures will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center by calling, 632–5650 or code 101, extension 25650.

Programing

BASIC INTERACTIVE PROGRAMING

Civil Service Commission

A 3-day workshop in introductory conversational computing to be conducted three times in this fiscal year at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to provide a working knowledge of an aspect of time-sharing—problem solving through interactive programing. Participants code at least two programs one of which is a problem that is in their area of interest. These problems are analyzed and coded into computer programs which are tested on the computer through a terminal. Students work in small teams in the solution of a class problem and individually or in teams on the problems which they defined and formulated. Ample opportunity to use the remote computer terminal is given during the workshop session. An overview of ADP fundamentals and an introduction to time-sharing are among the other topics that will be covered in this course. No previous knowledge of time-sharing or programing is necessary for participation in the course; however, some familiarization with computer concepts such as that presented in An Introduction to ADP, Executive Seminar in ADP, or Management Introduction to ADP will be helpful.

Who May Attend

This program is open to career Government employees, GS–5 and above, or equivalent, with a requirement to become familiar with the fundamentals of time-shared programing.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the following schedule:

Course dates	*Nomination deadline*
July 27–29, 1971	July 6, 1971
November 8–10, 1971	October 15, 1971
May 3–5, 1972	April 14, 1972

Other Information

The cost of the program—$165 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the programs. Consult the quarterly calendar or schedule of The ADP Management Training Center for sessions which may be added to the above course dates. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

COBOL PROGRAMING TECHNIQUES

Civil Service Commission

A 5-day course in the advanced techniques applied in COBOL programing to be held October 18–22, 1971; January 31–February 4, 1972; and May 1–5, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

The one-week workshop, COBOL Programing Techniques, will consist of lecture sessions supported by work-shop exercises designed to teach selected elements of ANS COBOL through their application. Access to a third generation computer system will be available through remote batch input output equipment located in the classroom. The workshop session will be scheduled to permit compilation, and testing during the class hours.

The following topics are among those to be covered in this course:

—Review of Elementary COBOL
—Use of File Storage
—Input output Control
—One Dimensional Lists
—Sorting
—Summary Reporting
—Table Handling
—Directories
—Segmentation
—Testing Conditions
—Logical Control
—Options of the Perform Verb
—Programing requirements

Who May Attend

Persons with at least six months of COBOL Programing experience in grades GS–5 and above (or the equivalent) are eligible to attend. Attendance is open to Federal, State, and local government employees.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commissioin, Washington, D.C. 20415, no later than one month before course commencement.

Other Information

The cost of this program—$250 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Consult the quarterly calendar or schedule of The ADP Management Training Center for sessions which may be added to the above course dates. Agencies may obtain further information from The ADP Management Training Center, by calling 632–5650 or code 101 extension 25650.

FUNDAMENTALS OF ANS COBOL

Civil Service Commission

A 7-day tutorial program to be held August 9–20, 1971; September 13–24, 1971; December 6–17, 1971; March 6–17, 1972; April 17–28, 1972; and June 12–23, 1972. The program begins with three days of lecture followed by workshop problems on the following alternate days. The scheduled days are Monday, Tuesday, Wednesday, and Friday the first week, and Monday, Wednesday, and Friday the second week. This program will be offered at the U.S. Civil Service Commission, 1900 E Street NW.

Description

The seven-day workshop, Fundamentals of ANS COBOL, has been designed to provide persons who have a grasp of basic computer concepts with the ability to write COBOL programs of moderate complexity. The course has been scheduled to permit time between sessions for study and preparation, and to allow for keypunching of workshop programs. Each student will develop and test two programs on the Commission's third generation computer system. (A remote card reader and printer will be located in the classroom).

Who May Attend

Persons with a knowledge of data processing concepts (preferably with some prior programer training) in grades GS–5 and above (or the equivalent) are eligible to attend. No knowledge of COBOL is required or expected. Class size will be limited to twenty participants so that each may benefit fully from the workshop environment. Attendance is open to Federal, State, and local government employees.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S.

Civil Service Commission, Washington, D.C., 20415, no later than one month before the course commencement.

Other Information

The cost of this program—$275 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Consult the quarterly calendar or schedule of The ADP Management Training Center for sessions which may be added to the above course dates.

Agencies may obtain further information from The ADP Management Training Center by calling, 632–5650 or code 101, extension 25650.

FUNDAMENTALS OF FORTRAN IV

Civil Service Commission

A 5-day course in FORTRAN programing

Description

FUNDAMENTALS OF FORTRAN IV is a 5-day course designed to provide participants with a working knowledge of the FORTRAN programing language. The course will be based on standard FORTRAN as adopted by the American National Standards Institute to insure generality and compatibility between the various versions of the language.

Although the course will concentrate on the use of FORTRAN as a programing language for problem solution, it will also include fundamentals of ADP and an introduction to time-sharing. Students will learn to make use of a time-shared terminal in testing coding exercises on the computer as FORTRAN statements are presented and learned. In order to reinforce the lessons presented in the lectures, students will code programs and test programs through either the remote computer terminal or remote batch processing equipment during workshop sessions.

Who May Attend

Entry-level programers, experienced programers who want to learn a new programing language and individuals in technical positions in which a knowledge of FORTRAN is helpful in grades GS–5 and above (or equivalent) are eligible to attend.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the following schedule:

Course dates	*Nomination deadline*
August 30–September 3, 1971	August 6, 1971
January 24–28, 1972	January 3, 1972
April 17–21, 1972	March 20, 1972

Other Information

The cost of this program—$250 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Consult the quarterly calendar or schedule of The ADP Management Training Center for sessions which may be added to the above course dates. Agencies may obtain further information from The ADP Management Training Center, 632–5650 or code 101, extension 25650.

Systems Analysis

ADP SYSTEMS ANALYSIS SEMINAR

Civil Service Commission

An 8-week program scheduled from July 12–August 30, 1971 and from January 10–February 28, 1972. The program begins with one ½-day session followed by seven full-day sessions at weekly intervals. The program will be offered at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed for those functional area employees and managers who must communicate and work with computer technicians (system analysts and programers) in developing ADP systems. Interaction between participants and session leaders is encouraged. Among the subjects to be discussed are: (*a*) Principles of ADP: fundamentals of computer programing, components and capabilities of computers; (*b*) ADP systems analysis concepts: the systems development process, problem definition, feasibility studies, data analysis, equipment considerations, management planning and control, systems implementation and operation; (*c*) ADP systems and analysis techniques: flowcharting, decision logic tables, forms analysis and design, management-related uses of the computer, i.e. operations research. The students in this seminar will be expected to exert a considerable amount of individual effort, both during and between the scheduled sessions. Although this is an introductory program in ADP Systems Analysis, participants will find it most helpful to have attended Management Introduction to ADP or an Introduction to ADP.

Who May Attend

Persons serving in management fields or programs at and above GS–9 (or equivalent) who are preparing for or are affected by ADP systems are eligible for nomination. This course is not intended for ADP Trainees (see Fundamentals of ADP for Computer Specialist Trainees) or current computer programers and analysts (see Systems Analysis for Computer Programers, Systems Workshop for Computer Specialists, Seminar in Advanced Computer Systems Technology, or Workshop in ADP Systems Analysis Techniques).

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 no later than one month before course commencement.

Other Information

The cost of the program—$215 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 632–5650 or code 101, extension 25650.

FIELD WORK PROGRAM IN ADP SYSTEMS ANALYSIS

Civil Service Commission

An 8-week program conducted from July 16–September 3, 1971; and January 14–March 3, 1972. The program begins with a ½-day session followed by 7 full-day sessions at weekly intervals. The program will be offered at the U.S. Civil Service Commission, 1900 E Street NW.

Description

The Field Work Program is offered as a practical workshop for those who require a working knowledge of ADP systems analysis and design.

Participants will be expected to have a basic knowledge of ADP systems analysis and design acquired either through prior training or appropriate work experience.

On the first day of class the students will be assigned to a systems team and given a systems assignment to complete. Each team is expected to gather and analyze data about the present system and to design a replacement system for computerizing the operation. An oral presentation of the new system will be made by each team upon completion of the project. In addition, a systems package containing narrative and flowchart descriptions of the proposed system, as well as input/output descriptions, processing instructions, forms samples, proposed work schedules, etc., will be produced by each team. These will be critiqued on an individual team basis by the instructor.

Who May Attend

Persons who have the necessary grounding in ADP systems analysis and design fundamentals (see description) at GS-7 and above (or equivalent) may be nominated to attend this program. (Current computer programers and systems analysts should consult course descriptions of Systems Analysis for Computer Programers or Systems Workshop for Computer Specialists.) Attendance is open to Federal, State, and local government employees.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the above schedule. Nominations will close one month before the course commences.

Other Information

The cost of the program—$195 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center by calling 632-5650 or code 101, extension 25650.

SYSTEM ANALYSIS FOR COMPUTER PROGRAMERS

Civil Service Commission

A 1-week program to be held September 13–17, 1971; December 6–10, 1971; March 27–31, 1972; and May 22–26, 1972 at the Civil Service Commission, 1900 E Street NW.

Description

This course is specifically designed for computer programers who need a better understanding of, or who are preparing for assignments in, ADP systems analysis. Prior knowledge of computer components and experience in computer programing concepts will be presumed. The course will move immediately into the functions and techniques of systems analysis and design, and will include coverage of such topics as (*a*) the extent and tasks of systems analysis; (*b*) the systems development process; (*c*) the feasibility study; (*d*) analysis of the present system; (*e*) developing specifications for the new system; (*f*) designing input, output, and file layouts for the new system; (*g*) designing requirements and test data for programs and subroutines; and (*h*) documentation.

Who May Attend

Computer programers and newly assigned analysts (with programing experience) are eligible for nomination. Attendance is open to Federal State, and local government employees.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the above schedule. Nominations will close one month before the course commences.

Other Information

The cost of the program—$200 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center by calling 632–5650 or code 101, extension 25650

WORKSHOP SERIES IN ADP SYSTEMS ANALYSIS TECHNIQUES

Civil Service Commission

A series of five 3-day workshops to be conducted at the Civil Service Commission, 1900 E Street NW.

Description

This series is specifically designed for computer programers and systems analysts who must increase their skills in the use of some of the more advanced techniques of systems analysis. The workshops cover five major subject areas, each workshop session exposes the student to an in-depth presentation of specific systems analysis and design skills and will include demonstration examples and case study problems for the student to solve. The subject areas and dates of the courses are outlined below:

September 21–23, 1971	Data Gathering	February 15–17, 1972
October 19–21, 1971	Computer File Structures	March 14–16, 1972
November 16–18, 1971	Understanding Operating Systems	April 25–27, 1972
December 14–16, 1971	Problem Solving	May 16–18, 1972
January 18–20, 1971	Efficient Computer Systems Utilization	June 20–22, 1972

Who May Attend

ADP systems analysts and other computer specialists with a requirement to become familiar with the specific tools and techniques presented in this course are eligible for nomination. This course is not intended for inexperienced systems analysts, who should attend Systems Workshop for Computer Specialists before enrolling in this program. Attendance is open to Federal, State, and local government employees.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C., 20415, according to the above schedule.

Other Information

The cost of each program—$165 per person—will be shared by the participating agencies. Announcements with more detailed information and nomination procedures will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center by Calling, 632–5650, or code 101, extension 25650.

Budget and Finance

ACCRUAL ACCOUNTING PROCEDURES IN FEDERAL AGENCIES

Civil Service Commission

A 3-day course offered bimonthly in Washington, D.C., and intermittently in major U.S. cities.

Description

This course will facilitate the transition to Governmental accounting, for those persons whose past accounting experience or training has been in the private sector. It will acquaint the participant with "fund accounting" procedures for those transactions which have no counterpart in the private sector (i.e., allotments, apportionments, commitments, and obligations). Two practice case studies, *Illustrative Agency* and *Representative Agency* will demonstrate how typical transactions are recorded in double-entry form, their effect on various accounts, and the resulting financial statements (i.e., the Statement of Financial Position, and the Statement of Operations, and the Statement of Changes in Government Equity).

Who May Attend

There are no grade restrictions for participation; however, the course presumes some knowledge of elementary bookkeeping or accounting. The course is particularly suitable for those recent hires or others about to embark on a career in financial management (i.e., accounting, auditing, or budgeting), whose past accounting education and training has been in the private sector.

Those who have little or no knowledge in either bookkeeping or accounting should apply for the 5-day elementary course, Governmental Bookkeeping and Accounting. Those who are established in their careers and desire a more advanced course dealing in accounting concepts may want to consider the 5-day Accrual Accounting Workshop. The Management Sciences Training Center staff may be contacted at 632–5600, or code 101, extension 25600 to determine the most suitable course for the nominee.

How To Make Nominations

Authorized agency officials should complete Nomination-Registration for Training (Optional form 37) for each nominee. Nominations for those wishing to attend the courses in Washington, D.C. should be submitted to The Management Sciences Training Center; U.S. Civil Service Commission; Washington, D.C. 20415. Nominations for those wishing to attend the courses in other cities should be submitted to the nearest U.S. Civil Service Commission Regional Training Center.

Other Information

Detailed announcements will be published well in advance of each course offering. Further information may be obtained by telephoning 632–5600, or code 101, extension 25600.

AUDIT MANAGER SEMINAR ON GAO REQUIREMENTS

Interagency Auditor Training Center

A 2-day seminar to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

Enrollees of this seminar will review and examine GAO requirements on:

Accounting Principles and Standards for Federal Agencies and Departments.

Internal Auditing in Federal Agencies and Departments.

Obstacles and proposed solutions relative to above-mentioned requirements will be discussed.

Who May Attend

This seminar is recommended for audit managers who have leading roles in the direction of their offices' audit activities. GS–13/16 level suggested, or the equivalent.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C., 20014, not later than 2 weeks prior to the course. The cost of the seminar is $80 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495-6351 or IDS Code 179-6351.

AUDITING SYSTEMS SUPPORTED BY ADP EQUIPMENT I

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course is the first of a program of three integrated strategically space 5-day courses on Auditing Systems Supported by ADP Equipment. The program is designed for the modern auditor who examines systems which contain or are supported by varying amounts of ADP equipment. The program emphasizes the need for obtaining the audit expertise to deal with the new systems management is employing to accomplish its mission. ADP is kept in its proper perspective, that is, it is a part of the system, but not the subject of the audit. Enrollees of this first course will obtain new tools made necessary by the presence of ADP equipment in systems, a sound basis for practical auditing experience in the new environment, and a foundation for further specialized training in data automation. Coverage includes:

Introduction to System Analysis and Design
ADP Equipment
ADP Terminology
Grid and Logic Chart Preparation
Internal Controls and Audit Trails in an ADP Environment
Survey Techniques and Approaches for Auditors
Basic Auditing Approaches and Techniques

Who May Attend

Course is recommended for selected Government auditors of the GS-9/15 grade level or the equivalent. Enrollees should have a need for this specific course and should have the ability to master new subjects quickly.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 not later than two weeks prior to the beginning of the course. The cost of the course is $175 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

AUDITING SYSTEMS SUPPORTED BY ADP EQUIPMENT II

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course is the second of three integrated strategically-spaced 5-day courses on Auditing Systems Supported by ADP Equipment. This course contains computer programing, computer exercises, and computer-assisted and other audit techniques. Coverage includes:

Elements of Computer Programming
Computer Exercises
Computer-Assisted and Other Audit Techniques

Who May Attend

Course is recommended for selected Government auditors who have a need for this training. It is recommended that enrollees be of the GS–9/15 grade level (or the equivalent) and that they have completed course "Auditing Systems Supported by ADP Equipment I" or equivalent.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Avenue, Washington, D.C. 20014, not later than two weeks prior to the beginning date of the course. The cost of the course is $175 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

AUDITING SYSTEMS SUPPORTED BY ADP EQUIPMENT III

"HANDS-ON" COMPUTER EXERCISES

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This seminar is designed to provide auditors with experience and insight into computer software, systems management, and data analysis. "Hand-On" exercises are conducted in a "Real-Time" environment. Due to a scarcity of computers, enrollments will be limited. The coverage includes:

- **Review of Survey and Audit Approaches of Courses I and II**
- **Additional Audit Approaches**
- **Case Problem on Survey and Audit in Relatively Complex ADP Environment**
- **Preparation and Evaluation of Survey Report**
- **Preparation and Evaluation of Audit Program and Expected Audit Findings**

Who May Attend

Recommended for Accountants and Auditors who have completed "Auditing Systems Supported by ADP Equipment I and II" or equivalent instruction. It is recommended that enrollees be of the GS–9/15 grade level.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014. The cost of the course is $175 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

AUDITING TECHNIQUES FOR ADP SYSTEMS

Civil Service Commission

A 2-week course to be held September 13–24, 1971; September 27–October 8, 1971; November 1–12, 1971; December 6–17, 1971; January 3–14, 1972; January 24–February 4, 1972; Feb. 7–18, 1972; February 28–March 10, 1972; March 13–24, 1972; April 10–21, 1972; April 24–May 5, 1972; May 15–26, 1972; June 5–16, 1972; and June 19–30, 1972 at the Civil Service Commission, 1900 E Street NW., Washington, D.C.

Description

This intensive, fast-moving course replaces the 3-week Principles and Practices of Auditing in the ADP Systems Environment course. The purpose of this 2-week course is to provide practical, fundamental knowledge and training in ADP Auditing Techniques at a minimum cost of training manhours to the participating agencies. This is accomplished by: (*a*) limiting class size to 20 students to assure individualized instructor guidance in workshops and exercises; (*b*) distributing a 10-hour home study assignment to students in advance of the program; and (*c*) providing additional subject-matter handouts and selected reading material during the course to supplement the program and to serve as post-course reference. The primary objective is to provide practice in the application of tools, techniques, and methods which are generally applicable to the audit of ADP Systems. The following subjects will be among those developed through the use of lectures, discussions, individual and team workshops, and case problems: ADP equipment, flowcharting, and programming (COBOL); internal controls and audit trails; and audit techniques and their application. The instructor team will consist of professional Government auditors and ADP specialists assigned to this effort on a full-time basis by their parent agencies.

Who May Attend

Federal, State and local government auditors and internal review personnel at grade level GS–9 and above (or equivalent) with at least one year of auditing experience are eligible to attend. The course will also benefit ADP systems analysts, programmers and others with a need for a working knowledge of audit requirements in the areas of audit trails and internal controls.

How To Make Nominations

Nominations should be submitted by authorized agency representatives for each Federal nominee. Nominations for State and local government nominees should be by letter from an authorized official and as a minimum include: course title, class dates, employee name, annual salary, position title, and office to which bill should be forwarded. Nominations may be submitted up to one week before the starting date of each course. However, because nominations will be accepted in the order received, and class size is limited to 20 students, it is suggested that: (1) nominations for calendar year 1971 courses be submitted by July 15, 1971; and (2) nominations for calendar year 1972 courses be submitted by December 1, 1971. All nominations should be sent to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the course—$300 per student—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the Director, ADP Auditor Training, The ADP Management Training Center, area code 202, 632–5467 or code 101, extension 25467.

AUDITS IN FINANCIAL MANAGEMENT

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This is an intensive course covering concepts, policies, practices, problems, and audit connotations in the Financial Management area. Coverage includes:

Introduction to Financial Management
Structure at Various Levels
Flow of Funds, Fiscal Code and Management Cycle
Budget Procedures
Accounting Principles for Federal Agencies and Departments
Audit Connotations

Who May Attend

The course is recommended for Government auditors who have need of training in the audits of Financial Management, either of an introductory or refresher nature. It is recommended that enrollees be of the GS–9/14 grade level (or the equivalent.)

How To Make Nominations

Nomination–Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 by no later than 2 weeks prior to the beginning date of the course. The cost of the course is $175 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

BUDGETING

Civil Service Commission

Two courses in elementary budgeting, each of 5-day duration to be offered bimonthly in Washington, D.C., and on an intermittenly in major U.S. cities.

Description

These two "how-to" courses are closely related, but may be taken independently. The same case material will be used in both courses, so that together the courses will be of a continuum covering the budget from formulation through enactment of the appropriation. The Civil Service Commission will offer a third segment at a later time which will cover budget execution. Each course is treated separately below.

Budget Formulation

This segment will begin with a description of Federal budgeting, the pertinent laws and directives that pertain to agency budget formulation and discussion of the purposes and uses of budgets. The major content of the course will be concerned with the data collection, inputs and calculations that are required in the compilation of the operating budgets. This portion will consist primarily of workshop problems to be done by the participants and will result in the kinds of documents that are submitted to the agency budget divisions. Participants will also compile the formats as required by OMB Circular A–11. The concluding portion of the course will walk the participants through the remainder of the budget process.

Budget Presentation and Justification

This segment will take up the budget process at the point where *Budget Formulation* concludes. The first of the workshops in this course will probably begin with a session very similar to the final one in the prior course; i.e., it will compile numerical data in the required formats. It will then continue the process by developing the narrative and presentation methodology for use in budget justification, both for OMB examiners and Congressional staff. Topics will cover such matters as back-up data, dealing with examiners, preparing for hearings, understanding the political implications, etc. This course will take the agency budget from the Budget Office through OMB and the Congress.

Who May Attend

The course is primarily for persons in the Budet, Fiscal, and Financial Management career fields, or persons contemplating a new position in these fields. As a general rule, the course participants should be grades GS-5 through GS-11, or the equivalent.

How To Nominate

Authorized agency officials should complete a Nomination-Registration for Training (Optional form 37) for each nominee. Nominations for those wishing to attend the courses in Washington, D.C. should be submitted to the Management Sciences Training Center, U.S. Civil Service Commission; Washington, D.C. 20415. Nominations for those wishing to attend the courses in other cities should be submitted to the nearest U.S. Civil Service Commission Regional Training Center.

Other Information

Detailed announcements will be published well in advance of each course offering. Further information may be obtained by telephoning 632-5600, or code 101, extension 25600.

DEVELOPING AND PRESENTING AUDIT FINDINGS

Interagency Auditor Training Center

A 2-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This is an intensive and advanced course in Report Writing, designed to promote excellence in the design, development, and composition of the audit report. The course is loaded with practical instructions concerning the preparation, development, and presentation of the audit report. Coverage includes:

Excellence in Report Design—Development; Materiality; Structure; Charts, Graphs and similar representations
Proper handling of Major Findings, Minor Findings and Repeat Findings
Presentation of Management Comments and Recommendations
A wide variety of case studies and exercises

Who May Attend

The course is recommended for experienced Government auditors of the GS–9/15 grade level (or equivalent) who have better than average competence in the writing of audit reports and who are desirous of further upgrading this competence.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 not later than 2 weeks prior to the beginning date of the course. The cost of the course is $80 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

DEVELOPMENT OF INDIRECT COST ALLOCATION PLANS FOR STATE AND LOCAL GOVERNMENTS UNDER BOB CIRCULAR A–87

Interagency Auditor Training Center

A 3-day Course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course is also currently being designed to assist the State and local auditor to understand and prepare the required plans.

Who May Attend

The course is recommended for State and local auditors and accountants who will be required to follow the requirement of BOB Circular A 87.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37 or letter, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, not later than 2 weeks prior to the course. The cost of the course is $120 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

EFFECTIVE GOVERNMENTAL AUDITING I

Interagency Auditor Training Center

A 5-day program to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course is designed primarily for the auditor who is relatively new in Government service. The experienced auditor who desires refresher training will also find this course beneficial. The course deals realistically with responsibilities, duties, and tools of auditors. Although this course is not a prerequisite for the course, "Effective Governmental Auditing II," both courses do complement each other. Mastery of concepts and procedures of the two courses will form a base upon which a successful audit career may be built. Coverage includes:

Success Factors in Auditing
The Audit Cycle
Professional Ethics and Audit Standards
Internal Auditing Responsibilities
Internal Controls—Characteristics
Audit Preparatory Work—Survey Techniques
Essentials of Good Workpapers
Introduction to ADP Auditing
Interviewing Techniques
Professional Development

Who May Attend

This course is specifically recommended for the GS–5/7 (or the equivalent) auditor who has recently entered Government service. The more experienced auditor who may desire a refresher course will also find this training beneficial.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Avenue, Washington, D.C. 20014, by not later than two weeks prior to the beginning date of the course. The cost of the course is $175 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495-6351, or IDS Code 179-6351.

EFFECTIVE GOVERNMENTAL AUDITING II

Interagency Auditor Training Center

A 5-day program to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course and "Effective Governmental Auditing I" are devised for the auditor who is comparatively new in Government service, or who desires a refresher course. Although the Auditing I course is not a prerequisite to this course, it is highly desirable that the newly-employed auditor take both courses. This course deals with audit techniques and tools other than those covered in "Effective Governmental Auditing I." Statisfactory completion of both courses provides a base upon which a successful audit career may be built. Coverage includes:

Findings—Characteristics, Materiality, Development and Presentation
Elements of Flow Charting—An Audit Tool
Probable Areas of Findings
Weaknesses Which Prevent Auditors From Realizing Their Full Potentialities
What Management Expects of the Internal Auditor
Budgeting and Appropriation Processes

Who May Attend

This course is specifically recommended for the GS-5/7 grade auditor or the equivalent, who has recently entered Government service. The more experienced auditor who desires a refresher course will also find this training beneficial.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, 2 weeks prior to the course. The cost of the course is $175 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

EXECUTIVE DEVELOPMENT OF AUDITORS

Interagency Auditor Training Center

A 4-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This is an intensive course which is heavily loaded with tested techniques and concepts which will upgrade the audit managers competence and indelibly assist him in realizing the potentialities of our time. Coverage includes:

Communication Skills
Human Relations at Work for Auditors
Job Needs, Job Enrichment, Job Satisfaction
Personnel Responsibilities of Supervisory Auditors

Who May Attend

Course is recommended for audit managers or auditors who are expected to be audit managers in the near future. Suggested grade level is GS–13/16 (or the equivalent).

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 81200 Woodmont Ave., Washington, D.C. 20014, not later than two weeks prior to the course. The cost of the course is $160 per participant. For further information, call Registrar, Interagency, Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

FEDERAL GRANTS MANAGEMENT AND AUDITING FOR STATE AUDITORS

Interagency Auditor Training Center

A 5-day program to be given at the Woodmont Building, 6th Floor,
8120 Woodmont Ave., Washington, D.C. 20014.

Description

This is a 5-day program designed to provide a background in Federal grants management and auditing. Discussed will be Federal requirements imposed on grantees and management or operational audit requirements. Also, there will be a presentation of a draft of national standards for Federal grants. To facilitate the participants' understanding, a case study will be provided.

Who May Attend

This course is specifically recommended for State and local auditors and accountants to assist them in relating their audit responsibilities in assuring effective Grant Administration and Auditing.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37 or letter, should be submitted for all nominees to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, not later than two weeks before the course. The cost of the course is $175 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

FLOW CHARTING AND ITS APPLICABILITY TO AUDITING

Interagency Auditor Training Center

A 3-day course to be given at the Woodmont Building, 6th Floor,
8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course treats the coverage of flow charting in depth through lectures, discussions and exercises. Audit connotations are explained and illustrated.

Who May Attend

Course is recommended for selected auditors of more than average capabilities who will respond to dynamic and imaginative concepts of GS–9/15 grade level (or equivalent).

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 by no later than 2 weeks prior to the course. The cost of the course is $120 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

GOVERNMENTAL BOOKKEEPING AND ACCOUNTING

Civil Service Commission

A 5-day course offered monthly in Washington, D.C. and intermittently in major U.S. cities.

Description

This elementary course is intended primarily for participants with little or no prior knowledge of bookkeeping or accounting. Some of the subjects to be covered are:

(1) debits and credits, the essence of double-entry bookkeeping;
(2) fundamental bookkeeping records;
(3) trial balance, statements of financial position, and statements of operation; and
(4) bookkeeping in the public sector vs. the private sector. Much of the course is devoted to an analysis of individual transactions, the resulting journal entries, and their effect on different accounts.

Who May Attend

There are no grade restrictions for participation; however, the course is primarily for clerks, technicians, interns, and trainees with little or no prior knowledge of bookkeeping or accounting.

Participants seeking more advanced training in the subject should consider two alternative courses offered by the Commission:

Accrual Accounting Procedures in Federal Agencies and *Accrual Accounting Workshop*. Prospective nominees should read announcements for these courses to determine the course best suiting their needs. The Management Sciences Training Center staff may be contacted at 632–5600, or code 101–25600 for further consultation in determining the most suitable course.

How To Make Nominations

Authorized agency officials should complete Nomination-Registration for Training (Optional form 37) for each nominee. Nominations for those wishing to attend the courses in Washington, D.C. should be submittingto The Management Sciences Training Center; U.S. Civil Service Commission; Washington, D.C. 20415. Nominations for those wishing to attend the courses in other cities should be submitted to the nearest U.S. Civil Service Commission Regional Training Center.

Other Information

Detailed announcements will be published well in advance of each course offering. Further information may be obtained by telephoning 632–5600, or code 101, extension 25600.

GRAPHIC AND COMPUTATIONAL ANALYSIS TECHNIQUES AS AN AUDIT TOOL

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor,
8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course explains the use of graphic and computational analysis techniques as audit tools. Coverage includes:

- **Review of Statistical and Mathematical Concepts Used in Course**
- **Simple Linear Correlation Anlyses**
- **Time Series Charts and Analyses**
- **Principles and Construction of Graphs**
- **Scatter Diagrams**
- **Audit Connotations**

Who May Attend

Course is recommended for progressive and imaginative auditors at the GS–9/15 grade level (or equivalent). A mathematical background is not required; however, enrollees should be capable of mastering new mathematical concepts quickly.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, not later than 2 weeks prior to the beginning of the course. The cost of the course is $175 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

INTERNAL AUDITING FOR STATE AND LOCAL GOVERNMENTS

Interagency Auditor Training Center

A 2-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course will provide audit guidelines to assist the State and local auditor to more effectively conduct and supervise audits within his respective jurisdiction.

Who May Attend

Course is recommended for State and local auditors and accountants.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37 or letter, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, not later than 2 weeks prior to the course. The cost of the course is $80 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

OPERATIONAL AUDITING

Interagency Auditor Training Center

A 2-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course is designed to enable the auditor to quickly discover major trouble areas and develop appropriate recommendations. These ultra-modern managerial audit techniques help meet the problem of insufficient qualified audit personnel and enable the auditor to ascend above the inconsequential to discern major managerial problems and pertinent corrective measures. Case problems and exercises are used to reinforce and illustrate this ultra-modern managerial-type audit. Coverage includes:

Theory and Applicability of Operational Audits
Risks Involved
Productivity of Audit
Elements of Audit Approach
Application of Theory
Areas of Emphasis
Case Problems and Exercises

Who May Attend

Course is recommended for the progressive and imaginative Government auditor of the GS–9/15 grade level (or equivalent).

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, not later than 2 weeks prior to the beginning date of the course. The cost of the course is $80 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

PRACTICE PROBLEMS IN GOVERNMENTAL ACCOUNTING

Civil Service Commission

Classes will be held 1 day a week over a 12-week period. The course will be offered quarterly in Washington, D.C., and major U.S. cities.

Description

The practice problems (frequently referred to as a "practice set" in the academic community) will provide a realistic environment complete with facsimile documents, records, and forms. Course material will include a description of daily transactions for an entire fiscal year. The students will be required to:

1. Prepare and process documents and forms required for specialized transactions.
2. Record transactions in books of original entry (journals), using both the General Journal and specialized books of original entry (e.g., Cash Receipts Journal, Cash Disbursements Journal, Billing Register, and Voucher Register).
3. Post journal entries to both the General Ledger accounts and Subsidizing Ledger Accounts.
4. Make the necessary periodic adjustments, reconciliations, and other analysis.
5. Prepare a working paper trial balance.
6. Prepare the three fundamental financial statements (i.e., the Statement of Financial Position, the Operating Statement, and the Statement of Changes in Government Equity).

The problems then will illustrate the daily financial transactions of a typical Federal agency, and students will get involved in all phases of the accounting cycle in a simulated but realistic work environment.

Classes will be held 1-day a week over a 12-week period. Participants will use the time between classes to complete work assignments for discussion in ensuing classes.

Who May Attend

There are no grade restrictions for participation; however, the course presumes some knowledge of elementary bookkeeping or accounting. Those who have little or no knowledge in either bookkeeping or accounting should first complete the 5-day elementary course. *Governmental Bookkeeping and Accounting*

How To Make Nominations

Authorized agency officials should complete Nomination-Registration for Training (Optional form 37) for each nominee. Nominations for those wishing to attend the courses in Washington, D.C. should be submitted to The Management Sciences Training Center; U.S. Civil Service Commission; Washington, D.C., 20415. Nominations for those wishing to attend the courses in other cities should be submitted to the nearest U.S. Civil Service Commission Regional Training Center.

Other Information

Detailed announcements will be published well in advance of each course offering. Further information may be obtained by telephoning 632–5600, or Code 101, extension 25600.

SEMINAR FOR AUDIT MANAGERS

Interagency Auditor Training Center

A 2-day seminar to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course has been designed for the top level Audit Manager, his Deputy or Key Assistants to increase their effectiveness not only through lectures but also through discussions of problems of direct and immediate concern to them. Selected areas for group analysis include:

1. Overall Planning and Control
2. Organization of the Audit Staff
3. Staff Management
4. Increasing Management Recognition

Each segment of the seminar will be conducted by a well-known "pragmatist" who has proven and tested his theories in the realities of the working world. Come and find out how exchanging ideas will stimulate and expand your own approaches to your problems.

Who May Attend

The seminar is recommended for supervisory auditors who manage, or assist in the management of their respective audit offices. Enrollees should be thoroughly conversant with their office organizational structures and functions, manuals, audit tools, policies and reporting principles.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014. The cost of the seminar is $80 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

SEMI-SENIOR AUDITING

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor,
8120 Woodmont Ave., Washington, D.C. 20014.

Description

This training consists of comprehensive cases covering all aspects of an audit and oriented to semisenior grade level. Coverage includes:

The Audit Assignment
Audit Plans
Survey
Audit Guides
Controls
Findings
Concluding the Audit

Who May Attend

This course is recommended for the Government auditor of the GS–9/12 level (or the equivalent) who is anxious to qualify for increased responsibilities.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 not later than 2 weeks prior to the begining date of the course. The cost of the course is $175 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

SENIOR AND SEMI-SENIOR AUDITING

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course consists of lectures, discussions, and exercises on the technical and administrative responsibilities of the senior and semi-senior Government auditor to make the transition to the Senior level. Coverage includes:

- **Financing Federal Programs—An Auditor's View**
- **The Auditor's Relationship With Other Elements of his Organization**
- **Planning, Programing and Scheduling**
  - **Developing the Audit Approach**
  - **Preparing Audit Programs**
  - **Managing the Audit**
- **Internal Audit of an Organizational Entity**
- **Auditing ADP Systems**
- **Use of Statistical Sampling**

Who May Attend

The course is recommended for the progressive Government auditor of above-average potentialities currently in the GS–9/13 grade level (or equivalent).

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 not later than 2 weeks prior to the beginning date of the course. The cost is $175 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

STATISTICAL SAMPLING IN ACCOUNTING AND AUDITING

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This five-day seminar offers the opportunity to learn how to use statistical sampling techniques in accounting and auditing and broadens the perspective and contribution to management. It covers the main concepts and principles of probability sampling in a nontechnical, logical way. Subjects covered in the course include:

- **Basic Statistical Methods**
- **The steps necessary to clearly formulate an accounting or auditing problem and the logical sequence of steps required, by probability sampling to yield a solution**
- **The different methods of selecting random samples**
- **Criteria and methods for determining sample size**
- **Procedures for estimating from the sample the true characteristics of the field of study**
- **Methods of measuring the reliability of the results and of evaluating the significance of various types of errors, with known risks**
- **The meaning and use of estimation sampling, discovery sampling, and work sampling**
- **Pitfalls to guard against**

Who May Attend

Course is recommended for all accountants, auditors and others making financial examinations of GS-9/15 grade level (or equivalent). A mathematical background is not required, however, enrollees should be capable of mastering new subjects quickly.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Weedmont Ave., Washington, D.C. 20014, not later than 2 weeks prior to beginning of course. The cost of the course is $175 per participant. For further information call Registrar, Interagency Auditor Training Center, (301) 495-6351 or IDS Code 179-6351.

STATISTICAL SAMPLING IN AUDITING I

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor,
8120 Woodmont Ave., Washington, D.C. 20014.

Description

This intensive course presents concepts and procedures on statistical sampling in auditing. These concepts and procedures are reinforced with numerous exercises and case problems. This course will provide the on-the-line auditor and audit manager with working knowledge of subject, and with a sound basis for certain on-the-job applications and additional specialized training. Coverage includes:

Orientation
Basic Concepts
Random Selection Procedures
Sampling for Different Purpose
Determining Size of Samples
Estimation Methods
Evaluation of Sampling Results
Point vs. Interval Estimates
Non-Sampling Errors

Who May Attend

Course is recommended for selected auditors of GS–9/15 grade level (or equivalent) who have need for knowledge on the subject. A mathematical background is not required, however, enrollees should be capable of mastering new subjects quickly.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, not later than 2 weeks prior to beginning of course. The cost of the course is $175 per participant. For further information call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

STATISTICAL SAMPLING IN AUDITING II

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

The course consists of practical exercises and case problems on selection of samples, mechanics of sampling, determination of sample sizes and appraisal of sample results. Sophisticated methods are also introduced and explained. Coverage includes:

- **Refresher of Basic Probability Sampling Audit Concepts**
- **Case Studies Covering Application of Wide Variety of Probability Sampling Problems—Cluster Sampling; Stratified Sampling; and Other Techniques**
- **Summarization**

Who May Attend

Course is recommended for selected auditors of GS-9/15 grade level (or equivalent) who have need of this knowledge. Enrolees should have completed Statistical Sampling in Auditing I or the equivalent.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, not later than 2 week prior to the beginning date of the course. The cost of the course is $175 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495-6351 or IDS Code 179-6351.

SUCCESSFUL AUDIT REPORT WRITING I

Interagency Auditor Training Center

A 2-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course is designed for Government auditors who are involved in the preparation and review of audit reports. The course deals with practical and understandable "do's" and "don't's" to assure lucid and effective communications, particularly with respect to the audit report. Exercises and case problems are used abundantly throughout the course. Coverage includes:

Importance of Effective Report Writing
Problems in Communication
How To Use Words Effectively
Punctuation—Make It Work For You
How To Construct Potent Sentences
Designing the Superb Paragraph
Review and Edit

Who May Attend

The course is recommended for auditors of the GS–9/15 grade level (or equivalent) who desire to improve their communicative skills, particularly with respect to the audit report.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 not later than two weeks prior to the beginning date of the course. The cost of the course is $80 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

SUPERVISORY AUDITORS COURSE

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course is devised to assist the supervisory auditor in the technical management of the audit and common sense about supervising people. Principles and concepts on the supervisory auditors' technical responsibilities are reviewed, examined, and reinforced with case problems and exercises.

Who May Attend

This course is recommended for auditors of the GS–12/14 grade level (or equivalent) who currently have supervisory auditor responsibilities or who are expected to assume supervisory responsibilities in the near future.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, not later than 2 weeks prior to the beginning date of the course. The cost of the course is $175 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495-6351 or IDS Code 179-6351.

WRITTEN COMMUNICATION FOR AUDITORS

Interagency Auditor Training Center

A 4-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

An intensive program devised to upgrade the auditor's competence in the all-important area of written communication. This training is oriented to the needs of the auditor whose writings must be lucid and effective. A confidential analysis of each enrollee's written communication is included in the seminar.

Who May Attend

The course is recommended for Government auditors who have need of training in communicative skills, either of an introductory or refresher nature. It is recommended that enrollees be of the GS-9/15 grade level (or equivalent).

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 not later than 2 weeks prior to the beginning date of the course. The cost of the course is $160 per participant. For further information, call Registrar, Interagency Auditor Training Center, (301) 495-6351 or IDS Code 179-6351.

Civil Rights and Equal Employment Opportunity

ADVANCED EQUAL EMPLOYMENT OPPORTUNITY COUNSELING

Civil Service Commission

A 3-day program to be given four times a year at the Civil Service Commission, 1900 E Street NW.

Description

This course will include the following topics: Federal Equal Employment Opportunity Policies and Programs; Report of Progress to Date; Defining and Analyzing EEO Work Problems in an Organization; The Role of the EEO Officer in Designing and Administering the Affirmative Action Plan; Understanding and Using the Flexibilities in the Federal Personnel System; The Public Service Careers and Upward Mobility Programs for Lower Level Employees; Workshop: Agency Counseling Cases; Management Expectations; and Critical Issues and Trends in Equal Employment Opportunity.

Who May Attend

Persons who are presently serving as EEO Counselors and have completed the basic EEO Counseling course given by the Civil Service Commission or their agency.

Note: Those designated to serve as EEO officers, investigators, appeals examiners, or function primarily as managers and supervisors should register in the appropriate Civil Service Commission or agency courses dealing with these activities.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

APPEALS AND GRIEVANCE EXAMINERS

Civil Service Commission

A 3-day course to be held two times a year at the Civil Service Commission, 1900 E Street NW.

Description

Designed to provide knowledge in the procedural requirements of the appeals and grievance programs and skill in the preparation for and conduct of hearings and inquiries. Participation in this course will satisfy the standard requiring all Appeals and Grievance Examiners to complete a specialized course of training prescribed by the Commission.

Who May Attend

Persons meeting the Standards for Examiners established in FPM Letter 771–5, dated October 20, 1970.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

EQUAL EMPLOYMENT OPPORTUNITY COUNSELING

Civil Service Commission

A 3-day course to be held six times a year at the Civil Service Commission, 1900 E Street NW.

Description

Includes an overview of the EEO Counselor's duties, and defines the knowledge he needs to discharge his responsibilities in the informal resolution of discrimination complaints. Principal focus of the course is the counseling function; each participant has an opportunity to role-play as a counselor, in workshops which simulate actual complaint situations.

Participants

First priority is assigned to persons who have been or will be designated as EEO Counselors, or who will conduct in-house training in EEO counseling.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

EQUAL EMPLOYMENT OPPORTUNITY— PROGRAM PLANNING AND EXECUTION

Civil Service Commission

A 3-day program to be given twice a year at the Civil Service Commission, 1900 E Street NW.

Description

This course will include the following topics: Federal Equal Employment Opporunity Policies and Programs; Defining and Analyzing EEO Work Problems in an Organization; Designing and Administering the Affirmative Action Plan; How the Discrimination Complaint Process Works; Understanding and Using the Flexibilities in the Merit System; and Critical Trends and Issues in Equal Employment Opportunity.

Who May Attend

This program is intended for those individuals responsible for planning and directing Federal EEO programs.

Note: Those designated as EEO counselors, investigators, and appeals examiners, or function primarily as managers or supervisors, should register in those appropriate Civil Service Commission or agency courses dealing with these activities.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Manage-

ment Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

INTERVIEWING TECHNIQUES FOR CIVIL RIGHTS INVESTIGATORS

Civil Service Commission

A 3-day program to be held at the Civil Service Commission, 1900 E Street NW. Dates will be announced later.

Description

Contract Compliance officers and Title VI Investigators spend a large part of their time in the field interviewing contractors, program managers, employees, program recipients, local officials, civil rights leaders, and other persons connected with complaints being investigated. Their reports and conclusions usually depend quite heavily on these interviews. Productive interviews can only be conducted when the interviewer has the necessary skills and knows whom to interview, how to interview, how to write up an interview and what preparations to make prior to an interview. This course will be designed to equip the civil rights investigator with these skills. By means of lectures and role playing it will acquaint the investigator with sources of community data necessary for background material, with the actual mechanics of good interviewing, and with suggested forms for recording the interview. It will be oriented towards civil rights investigation although much of the content will be relevant to other types of investigations.

Who May Attend

The program is intended primarily for Contract and Title VI Compliance Officers.

How To Make Nominations

Nominations will be submitted by the authorized agency official to The Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Deadline dates for nominations and notification of acceptance will be listed in program announcements to be issued at a later date.

Other Information

Additional information may be obtained by calling the General Management Training Center at 632–5662, or code 101, extension 25662.

INVESTIGATION OF COMPLAINTS OF DISCRIMINATION

Civil Service Commission

A 3-day course to be held three times a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides the special expertise needed in investigating discrimination complaints, through exploration of legal and regulatory requirements, social factors, and "patterns" which have existed and may continue to exist; provides practice in analysis of complaints, fact-finding techniques, and recognition of underlying as well as evident factors; describes standards of adequacy of investigative reports.

Who May Attend

Employees who have significant responsibilty for investigating discrimination complaints.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

WORKSHOP IN EQUAL EMPLOYMENT OPPORTUNITY FOR CONTRACT COMPLIANCE SPECIALISTS

Civil Service Commission

A 5-day program to be conducted in residence. Dates will be announced later.

Description

Executive Order 11246 requires contractors doing business with the Federal Government to practice equal employment opportunity. In order that Federal contract compliance officers better understand the spirit and intent of the order and its implications for a contractor's personnel policies, the Office of Federal Contract Compliance, which has the administrative responsibility for Executive Order 11246, and the General Management Training Center have developed this training course. The training will be offered to all Contract compliance specialists in the appropriate agencies. The workshops will provide an intensive training experience in such areas as: the background of minority group employment; official Federal policy; problems in equal employment opportunity, techniques of problem identification and analyses; and skills in conducting the compliance review. A substantial portion of the training will be devoted to the use of case studies and role playing situations to provide participants with experiences that approximate those most likely to be encountered in the field.

Who May Attend

This course is appropriate for persons actively engaged in the compliance review function of their agency. It is *not* appropriate for persons having general EEO responsibilities.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to The Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

Announcements with more detailed information will be sent to agencies well in advance of the program date. Further information may be obtained by calling 632–5662, or code 101, extension 25662.

WORKSHOP FOR TITLE VI COMPLIANCE OFFICERS

Civil Service Commission

A 5-day program scheduled as needed at the Civil Service Commission, 1900 E Street NW.

Description

Title VI of the 1964 Civil Rights Act requires that federally assisted programs be administered on a nondiscriminatory basis. It has therefore been necessary for agencies covered by Title VI to develop a compliance capability. The General Management Training Center, in consulation with The Department of Justice, will offer this course to give compliance officers training in the techniques and procedures of compliance review. Through the use of case study and role playing materials, this training seeks to emphasize the identification and analysis of problems and the development of skills useful in conducting compliance reviews. Attention is also given to the social context in which the review takes place on the assumption that such information is prerequisite to an effective review. This course is designed to improve the ability of compliance specialists to recognize the causes and forms of discrimination in federally assisted programs and to develop the skill and knowledge appropriate to civil rights investigation and the negotiation process.

Who May Attend

Persons with a Title VI compliance responsibility are eligible for participation in this course. It is designed for compliance specialists and should not be regarded as a general civil rights training program. Compliance administrators may wish to avail themselves of this training but they should be aware that the focus is on techniques useful primarily to field personnel.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to The Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmations of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

Announcements with more detailed information will be sent to all agencies well in advance of the program date. Agencies may obtain further information from The General ManagementTraining Center, 632–5662, or code 101, extension 25662.

BETTER OFFICE SKILLS AND SERVICE

Civil Service Commission

An 8 half-day workshop conducted bimonthly at the Civil Service Commission, Washington, D.C.

Description

This workshop is designed to assist the clerical employee to take a realistic look at her job and to make her a more efficient and effective member of the office team. Typical problems and activities occurring during a normal working day are discussed. Emphasis is placed on proper attitudes, office diplomacy, human relations, telephone techniques, grammar, organization, Government reference aids, and grooming. Practical exercises, case studies, group discussion, lectures, and incident studies are included in the workshop.

Who May Attend

GS 2 through 4 (or the equivalent) secretaries, clerk-typists, clerk stenographers and other clerical employees may be nominated to attend the course.

How To Make Nominations

Authorized agency officials should submit nominations on Optional form 37 (Nomination- Registration for Training) to The Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain further information by calling 632–5608 or code 101, extension 25608.

Other Information

The cost of the program will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the workshop. Nomination deadline dates will be listed in the announcements.

BETTER OFFICE SKILLS AND SERVICE INSTRUCTORS' WORKSHOP

Civil Service Commission

A 2-week course offered twice a year in the Washington, D.C., area.

Description

The Better Office Skills and Service Instructors' Workshop is designed to prepare and assist the training specialist in conducting the Civil Service Commission's Better Office Skills and Service Seminar-Workshop. During the course, the participants will be given new concepts in teaching techniques, materials and equipment. They will have an opportunity to observe, participate and teach portions of an actual Better Office Skills and Service class. Video tape equipment will be used to evaluate each practice teaching exercise and to capture good and poor actual classroom situations for discussion.

Who May Attend

Employee Development Officers, Training Specialists, Administrative Assistants, or secretaries responsible for training clerical-secretarial personnel may be nominated.

How To Make Nominations

Authorized agency should submit nominations on Optional form 37 (Nomination-Registration for Training) to The Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain additional information by calling 632–5608 or code 101, extension 25608.

Other Information

The cost of the program will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

OPERATION UPDATE: A PRACTICUM FOR THE EXECUTIVE SECRETARY

Civil Service Commission

A 3-day seminar-workshop offered quarterly at the Civil Service Commission.

Description

This practicum is designed to give each executive secretary an opportunity to learn about new ideas that will assist her in performing her job more effectively. She will also review techniques that are essential in keeping up-to-date in today's Government office. University professors, psychologists, management consultants, and top Government executives will present lectures followed by a workshop. Exciting topics included in the lecture-workshop practicum are: The Psychology of Dealing with People, The Secretary and Her Federal and Congressional Liaison Role, Decision Logic, Effective Office Procedures, Office Communications Breakdown, Human Relations Effectiveness, and The Assistant to the Executive.

Who May Attend

This course is designed for secretaries, administrative assistants, staff assistants, and administrative aides, GS–8 and above (or the equivalent), who perform secretarial duties and act as office managers or principal personal assistants to executives.

How To Make Nominations

Authorized agency officials should submit nominations on Optional form 37 (Nomination-Registration for Training) to The Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. For additional information, call 632–5608 or code 101, extension 25608.

Other Information

The cost of the program will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the course announcements.

SECRETARIAL TECHNIQUES

Civil Service Commission

A 5-day course offered monthly at the Civil Service Commission, Washington, D.C.

Description

This course is designed to analyze the duties, responsibilities, and dimensions of today's Government secretary. During the workshop the participants will exchange, present, and discuss technical secretarial information designed to stimulate an interest in striving toward increased office efficiency, job satisfaction, and applied secretarial dimensions. The program will cover areas such as today's secretarial responsibility, communications—(writing, reading, listening, and speaking)—human relations, technical skills (grammar, capitalization, punctuation), public relations, office management, and job satisfaction. The workshop includes lectures, projects, case studies, problem analyses, and practical exercises. Video tape equipment is used to augment the effectiveness of the workshop. Students will use the video tape to evaluate their effectiveness as they deal with people face to face and by telephone. Each student will have the opportunity to observe her ability to communicate by using this up-to-date method of visual replay.

Who May Attend

Secretaries, Clerk-Stenographers, and Clerk-Typist, GS–5 through GS–7 (or the equivalent), may be nominated for the course.

How To Make Nominations

Authorized agency officials should submit nominations on Optional form 37 (Nomination- Registration for Training) to The Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain additional information by calling 632–5608 or code 101, extension 25608.

Other Information

The cost of the workshop will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

SHORTHAND EXCELLENCE

Civil Service Commission

A 9 half-day course offered bimonthly at the Civil Service Commission, Washington, D.C.

Description

"Shorthand Excellence" is designed to increase the secretary's ability to meet the requirements of her boss' dictation. A review of shorthand shortcuts and tips, business English, Government style practices, and correspondence procedures are included. Government style dictation is given by Government bosses and the instructor. In addition, regular timed dictation is given by the instructor. An electronic laboratory system is used so the participant can practice from prepared speed tapes designed to meet her needs. Frequent transcription tests, brief form, phrase drills, and recall reviews are given. The class meets on Monday, Wednesday, and Friday for three weeks.

Who May Attend

This course is open to clerical employees, GS-2 and above (or the equivalent), who can take Gregg Simplified or Diamond Jubilee shorthand at 50 words a minute.

How To Make Nominations

Authorized agency officials should submit nominations on Optional form 37 (Nomination-Registration for Training) to The Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. For additional information, call 632–5608 or code 101, extension 25608.

Other Information

The cost of the program will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the course announcement.

PASSENGER TRAVEL CONFERENCE

General Services Administration

A 2-day course scheduled periodically in Washington, D.C., and other centers of Federal population, or offered onsite at agency request.

Description

This conference is designed to assist Federal agencies in evaluating their transportation activities on a total cost concept and in reducing costs by taking into account all relevant factors, including schedules, fares, per diem, loss of productive time, as well as the comfort and net effectiveness of the traveler. It also enables agencies to evaluate the benefits of passenger traffic management techniques applied to agency programs including centralized travel services.

Who May Attend

This course is open to civilian agency personnel who supervise travel activities; approve, authorize, or arrange travel; and formulate or develop travel procedures.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain further information by calling area code 202, 343–7681, or code 183, extension 7681.

SPACE PLANNING AND OFFICE LAYOUT

General Services Administration

A 4-day course scheduled periodically at various centers of Federal population; not offered in Washington, D.C.

Description

This course is designed to train participants in the skills and techniques of space planning and office layout, including: determination of space requirements, space assignments, office arrangement, formulation of criteria for office layout, space utilization, work flow requirements, moving, and the concepts and requirements of space management. Through the use of lectures, discussions, group interactions, and practical office layout problems, the participants have an opportunity to learn basic concepts and exchange ideas. Approximately one-half the course involves practical applications during workshop sessions. When the participants have finished the course, they should have developed greater efficiency and expertise in the following areas: development of space requirements, concept and execution of an office layout, templating techniques, planning, and executing a move, and maintaining effective space management.

Who May Attend

Management officials, office managers, and space planning and layout technicians of Government agencies who are responsible for space management functions are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

BASIC LABOR-MANAGEMENT RELATIONS

Civil Service Commission

A 5-day program to be held periodically at the Civil Service Commission and various residential centers. (Note: This course adopts some of the subject matter presently covered in the present course, *Basic Labor-Management Relations.* Additional training units have been incorporated to broaden the subject matter covered.)

Description

This course is designed to provide broad collective bargaining training to those Government workers with a beginning or support function in labor relations. *It is the basic building block for the development of personnel who will be active in the field.*

Who May Attend

Those personnel and labor relations specialists and general managers with a beginning support job function in labor relations.

How To Make Nominations

Nominations should be submitted on Optional Form 37 by authorized agency representatives to The Director, Labor Relations Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual course announcement which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–4410 or code 101, extension 24410.

CONTRACT NEGOGIATION AND IMPLEMENTATION

Civil Service Commission

A 5-day course to be held periodically at residential centers.

Description

This course is designed to prepare the labor relations specialist to handle collective negotiations and administer the agreement. Participants will be provided background on labor relations, prepare management positions, negotiate, partially draft an agreement and receive instruction as to its administration. The course emphasizes the negotiating process.

Who May Attend

Those labor relations personnel or general managers who on a day to day basis are involved in preparing, negotiating and administering collective bargaining contracts; and are principally responsible for the management labor relations program.

How To Make Nominations

Nominations should be submitted on Optional Form 37 by authorized agency representatives to the Director, Labor Relations Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual course announcement which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–4410 or code 101, extension 24410.

THE COLLECTIVE BARGAINING PROCESS: PREPARATIONS, TACTICS, AND LANGUAGE

Civil Service Commission

A 5-day program (preferably residential).

Description

This course emphasizes the skills needed to prepare for and conduct negotiations and to draft contract language. Guidance and practical exercises will be provided in preparing for negotiations, the use of a "bargaining book," techniques and tactics at the bargaining table and drafting and interpreting contract clauses.

Who May Attend

This course is open to all management nominees.

How To Make Nominations

Nominations should be submitted on Optional Form 37 by authorized agency representatives to the Director, Labor Relations Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual course announcement which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–4410 or code 101, extension 24410.

LABOR RELATIONS COURSES

Civil Service Commission

The following courses are being developed and will be offered at various times during the year:

Determining an Appropriate Bargaining Unit
Fact Finding cases, Preparation and Presentation of Arbitration and Labor Disputes and Their Resolution

Other Information

Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual course announcements which will reach agencies 6 weeks before the course isoffered. For further information contact The Labor Relations Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Phone 632–4410 or code 101, extension 24410.

FORENSIC CHEMISTS TRAINING

Bureau of Narcotics and Dangerous Drugs, Department of Justice

Six 1-week programs are scheduled to be given at the National Training Institute in fiscal year 1972.

Description

This school is designed to increase chemist's knowledge of the drug problem, update his methodology, improve his scientific techniques and advise him of the Bureau of Narcotics and Dangerous Drugs' services that are available to him. The program includes classroom instruction in pharmacology, chromatography, and other related fields and practical exercises in the BNDD laboratory where participants are afforded the opportunity to utilize the various instruments available and practice the techniques employed.

Who May Attend

This program is designed primarily for Forensic Chemists of State and local police agencies, however, Forensic Chemists and other Federal agencies who are employed in the area of narcotics and dangerous drug enforcement work may also apply.

How To Make Nominations

Application forms available at all Bureau of Narcotics and Dangerous Drugs offices should be submitted by an authorized agency representative to the Chief, Special Training Division, National Training Institute, Bureau of Narcotics and Dangerous Drugs, 1405 "I" Street NW., Washington, D.C. 20537.

Other Information

Training costs are borne by the Bureau of Narcotics and Dangerous Drugs. Nominating agencies will have to pay travel and subsistence costs for attendees. Further information may be obtained by calling (202) 382-4804 or Code 128, extension 4804.

LAW ENFORCEMENT SCHOOL

Bureau of Narcotics and Dangerous Drugs, Department of Justice

Approximately 45 programs are scheduled to be conducted in Washington, D.C. and in locations, to be announced, throughout the United States during fiscal year 1972.

Description

This 80-hour program offers instruction to State and local police officers in the basic techniques of narcotics and dangerous drug investigation. The curriculum includes surveillance, undercover investigation, drug identification, field testing, pharmacology, legal procedures, and other techniques and investigative tools that an officer requires to initiate and develop narcotics and dangerous drugs investigations.

Who May Attend

Although this program is designed primarily for State and local law enforcement personnel, enforcement personnel of other Federal agencies may attend.

How To Make Nominations

Letters of nominations or application forms available in all Bureau offices should be submitted by authorized agency representatives to the Chief, Police Training Division, National Training Institute, Bureau of Narcotics and Dangerous Drugs, 1405 "I" Street NW., Washington, D.C. 20537, or in regional locations to the Regional Director in the geographical area in which the nominating agency is located.

Other Information

Training costs are borne by the Bureau of Narcotics and Dangerous Drugs. Nominating agencies will have to provide for the attendees travel and subsistence. Further information may be obtained by calling (202) 382–5031 or Code 128, Extension 5031.

POLICE TRAINING

Bureau of Narcotics and Dangerous Drugs, Department of Justice

Three 10-week programs are presently scheduled to be given during fiscal year 1972 at the National Training Institute in Washington, D.C.

Description

This program is designed to provide police officers from State and local law enforcement agencies with the knowledge of the latest and most advanced techniques in the fields of narcotics and dangerous drugs investigation, drug abuse prevention, and community leadership in the area of narcotics and dangerous drugs law enforcement.

Who May Attend

This program is designed primarily for State and local police officers; however, military and possibly other Federal agencies may have personnel who can qualify for this program.

How To Make Nominations

Application forms may be obtained from the Chief, Police Training Division, National Training Institute, Bureau of Narcotics and Dangerous Drugs, 1405 "I" Street, N.W., Washington, D.C. 20537. These applications are to be completed by the nominees, approved by the Chief Executive of his agency, and submitted to the Chief, Police Training Division, National Training Institute.

Other Information

The traning cost of this program will be borne by the Bureau of Narcotics and Dangerous Drugs. Nominating agencies will have to provide for the travel and subsistence costs for attendees. Applicants will be considered on a space available basis and will be selected subsequent to favorable completion of a background investigation. Further information may be obtained by calling (202) 382–5031 or Code 128, extension 5031.

TECHNICAL ASSISTANCE WORKSHOPS CORRESPONDENCE MANAGEMENT (2B)

General Services Administration

A 2-day workshop scheduled to meet agency demand.

Description

This workshop is designed to explain why a correspondence management program is needed and how to develop it. It deals with the costs of written communications, how to reduce these costs, and how to provide the reader with letters that achieve clarity, brevity, power, and empathy.

Who May Attend

Individuals who are responsible for writing, signing, or reviewing correspondence as well as those who are responsible for correspondence operations.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS DIRECTIVES SYSTEMS IMPROVEMENT (4A)

General Services Administration

A 2-day workshop scheduled to meet agency demand.

Description

This workshop is designed to improve the communication of policy, procedures, and instructions in the clearest, most effective manner. It concentrates on the areas of directives planning, organizing, writing, illustrating, and editing. (Arrangements should be made for a 1-hour orientation for agency executives when this workshop is conducted on-site in individual agencies.)

Who May Attend

Management officials who originate directives or manage a directive system are eligible.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963-4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS FILES IMPROVEMENT (7A)

General Services Administration

A 2-day workshop scheduled to meet agency demand.

Description

This workshop is designed to help Government offices save time and money through the establishment of effective filing systems. Participants develop solutions to problems simulating actual filing situations. The project follow-up calls for participants to apply the standards and techniques discussed to their own agency files.

Who May Attend

Any person whose duties require him to set up or maintain files, including clerks, secretaries, and those who supervise filing operations.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS FORMS ANALYSIS AND DESIGN (3A)

General Services Administration

A 10-day workshop scheduled to meet agency demand.

Description

This comprehensive workshop is designed for personnel who need a technical knowledge of forms analysis and design techniques. It shows how to establish and operate a forms management program and explains its relationship to other records management programs. It shows how to analyze and design forms as an efficient means of recording, collecting, transmitting, and processing information. Also included is development of forms specifications, flow charting procedures and the application of the survey approach to forms design.

Who May Attend

This workshop is designed for forms analysts and trainees, forms liaison representatives, forms managers and other personnel who need a technical knowledge of forms analysis and design techniques.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS
FORMS FOR AUTOMATION (3C)

General Services Administration

A 5-day workshop scheduled to meet agency demand.

Description

A comprehensive workshop to acquaint participants with requirements, specifications, and practical techniques and applications for developing economical and efficient forms for use in processing information in conjunction with ADP equipment. Special projects provide practical experience in applying the standards and techniques discussed.

Who May Attend

Applicants should have a good background in automation or have attended the Mechanizing Paperwork Systems Workshop (8B). In addition, they should either have attended the Forms Analysis and Design Workshop (3A) or have a good knowledge of basic forms management principles and techniques.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408 using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS FORMS IMPROVEMENT (3B)

General Services Administration

Two ½-day sessions scheduled to meet agency demand.

Description

This workshop covers the presentation and application of techniques to improve the paperwork flow by simplifying and improving the forms used. Effective principles for improving, simplifying, combining, and elimination forms are discussed and utilized. During the course the participants redesign and simplify a heavy usage form.

Who May Attend

Supervisory, administrative, professional specialists, and technicians are eligible.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NPR), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS INFORMATION SYSTEMS DESIGN (5B)

General Services Administration

A 5-day workshop scheduled to meet agency demand.

Description

This workshop is designed to acquaint management analysts with methods for designing a large information system. It covers the various steps of systems design, identification of information requirements, organization of data, network analysis, input and output methods, preparing systems proposals and specifications, testing, and measuring benefits. Participants work in groups to solve the problems of a fictional transit agency. When the workshop is conducted within an agency, participants consider actual problems of their agency.

Who May Attend

Management analysts involved in designing information systems. Prior participation in the Modernizing Management Reports Workshop (5A) is desirable.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS MECHANIZING PAPERWORK SYSTEMS (8B)

General Services Administration

A 4-day workshop scheduled to meet agency demand.

Description

A workshop designed to help in the mechanization of paperwork systems. Focus is on the use of automation, but the workshop includes the use of mechanical tools when automation is not justified. Participants determine how to locate potential areas for mechanization in their own offices and how to develop improvements.

Who May Attend

Management analysts, supervisors, and others who are involved in mechanizing paperwork system.

How To Make Nominations

Nomination should be submitted through employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS

MODERNIZING MANAGEMENT REPORTS (5A)

General Services Administration

Five ½-day sessions, scheduled to meet agency demand.

Description

This workshop deals with the continuing need for better management information and reporting. It focuses on management information requirements; demonstrates and develops ways to get the right information, at the right time, with the clearest possible communication; and uses case histories to illustrate application of the workshop techniques. Participants, working in groups, consider real or theoretical problems of their agencies.

Who May Attend

Personnel who deal with and have a need for use of management information and reporting. Groups of four registrants from a single agency provide the most effective group pattern to study practical problems.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS OFFICE INFORMATION RETRIEVAL (6A)

General Services Administration

A 5-day workshop scheduled to meet agency demand.

Description

This workshop is designed to show how and under what circumstances modern information methods and equipment may be applied to improve dissemination, storage, and retrieval of information in various areas of the office. Participants are introduced to the techniques and systems in use today and some of those being developed. They are shown how to conduct information retrieval surveys, how to design and coordinate index systems, and how to select the right system and equipment.

Who May Attend

This workshop is designed to broaden the understanding and skills of management analysts, systems personnel, supervisors and others who may be directly involved in designing and installing an efficient information retrieval system.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS RECORDS DISPOSITION (7B)

General Services Administration

A 1-day workshop scheduled to meet agency needs.

Description

A workshop concerned with the major practices, procedures, and programs related to effective records disposition. It deals with the operation of an efficient records disposition program, preparation of records control schedules, identification of permanent records, use and function of Federal Records Centers, and the relationship of records disposition to other records management programs.

Who May Attend

Any person whose duties include responsibility for control and disposition of records.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS RECORDS MAINTENANCE AND DISPOSITION (1B)

General Services Administration

A 5-day workshop scheduled to meet agency demand.

Description

This workshop is designed to cover only the maintenance and disposition subjects listed in the Records Management Workshop (1A), with emphasis on the following specific areas of records management: managing records, files operations, subject classification, records inventorying and scheduling, records storage (includes a tour of the Washington National Records Center), vital records protection, mail management, office information retrieval, conducting a records systems study, and the do's and don't's of a successful record program. It also includes a discussion session of the principles covered during the week.

Who May Attend

The workshop is designed for records liaison officers, records supervisors, management technicians, and other personnel engaged in or having responsibility for one or more of the functions listed. (Individuals should not attend both this workship and the 1A Workshop).

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963-4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS RECORDS MANAGEMENT (1A)

General Services Administration

A 2-week workshop scheduled periodically to meet agency demands.

Description

This workshop is designed to provide a broad perspective of the scope and objectives of records management as a whole. The principal topics analyzed through lectures and discussions are: managing records, correspondence, directives, reports, forms, and mail; records scheduling; records disposition; office machine selection and utilization; source data automation; clerical work measurement; vital records handling; information retrieval developments; conducting a total records systems study; and the do's and don't's of an effective records management program.

Who May Attend

The workshop is designed for records officers, management analysts, supervisors, and others who have a broad responsibility for management of the program areas listed. (Individuals should not attend both this workshop and the Records Maintenance and Disposition Workshop (1B).)

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963-4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS SOURCE DATA AUTOMATION (8A)

General Services Administration

A 5-day workshop scheduled to meet agency demands.

Description

This workshop explores efficient information and data input devices, where they are needed, and how to evaluate their potential. Emphasis is on the importance and feasibility of capturing data in machine language at the first recording or at the earliest practical point in the system.

Who May Attend

This workshop is designed to provide guidance for management analysts, systems personnel, supervisors and others who are directly involved in applying source data automation techniques.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Services (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963-4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS SPEEDING THE MAIL (2C)

General Services Administration

Two ½-day sessions scheduled to meet agency demand.

Description

This workshop deals with the handling of incoming correspondence and the clearance of replies. Methods are discussed by which shorter in-shop time for correspondence requiring a reply can be achieved. How and where improvements can be made is determined.

Who May Attend

This workshop is designed primarily for personnel in program offices where a volume of action mail is handled.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

Personnel

Classification

ADVANCED POSITION CLASSIFICATION

Civil Service Commission

A 5-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Emphasizes classification program planning and execution as an integral part of total personnel management; stresses the role of classification in solving management problems and the responsibilities of the classification staff in related programs such as position management and job redesign; provides information about new classification concepts and techniques, and evaluation of the classification program.

Who May Attend

Personnel specialists, GS–9 through 13 (or the equivalent) who have performed journeyman classification work for at least one year.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

POSITION CLASSIFICATION AND THE MANAGEMENT PROCESS

Civil Service Commission

A 5-day course held four times a year at the Civil Service Commission, 1900 E Street NW.

Description

Stresses the role of classification in total personnel management. Provides information and practice applications necessary to develop basic skills in fact finding, analysis, and evaluation of positions through workshop and workbook activities.

Who May Attend

Persons serving in personnel management positions, GS–5 through 9 (or the equivalent).

How To Make Nominations

CSC nomination Forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

POSITION MANAGEMENT

Civil Service Commission

**A 3-day course held twice a year at the Civil Service Commission,
1900 E Street NW.**

Description

Establishes a systematic approach to position management through study of the organization, groupings, and assignment of duties in accordance with effective procedures and technology; affords practice in the solution of problems of design of work, alternative organizational structures, motivation, utilization, and control systems; emphasizes the team approach (involvement of specialists in budgeting, classification, management analysis, etc.).

Who May Attend

Personnel, budget, and management analysis specialists, and line managers, who have significant responsibilities in position management and who have well-rounded backgrounds in their own fields.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

WORKSHOP IN THE JOB-ELEMENT EXAMINING METHOD

Civil Service Commission

A 3-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Designed to give participants the following fundamentals of the job element method: historical background, terminology, general policy and philosophy of the method, methodology, techniques, and procedures, principles, IAB responsibilities in job element examining. Also, skill in the following: methods of studying jobs, identification of elements development of crediting plans, use of crediting plans in rating candidates, use of job element examining for in-service placement.

Who May Attend

Employees who have or will have responsibility for the job element system in their agency.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washinton, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code, 101, extension 25636.

ADVANCED EMPLOYEE DEVELOPMENT

Civil Service Commission

A 5-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Defines and analyzes the changing role of the employee development officer; examines major problem areas such as determining training needs and evaluating training programs; discusses significant developments in teaching methods, and behavorial science contributions to employee development.

Who May Attend

Personnel specialists, GS–9 through 13 (or the equivalent) who have significant responsibilities in employee development and who have had training or experience in the function.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

BASIC EMPLOYEE DEVELOPMENT

Civil Service Commission

A 5-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Provides an introduction to and basic understanding of employee development principles and practices; emphasizes development of skills in the design and administration of the training cycle from identification of needs and objectives through design, administration, and evaluation.

Who May Attend

Employees in GS-5 through 9 (or the equivalent), who are beginning or have been selected for careers in employee development.

How To Make Nominations

CSC nomination form (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632-5636 or code 101, extension 25636.

DEMONSTRATION WORKSHOP IN ADVANCED INSTRUCTIONAL METHODS

Civil Service Commission

A 3-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Designed to provide an understanding and increased skills in the selection, application and evaluation of advanced instructional methods. At the completion of this course, participants should be able to develop and conduct sessions using cases, incidents, role play and drama techniques, games and other instructional methods.

Who May Attend

Persons who are employee development specialists and those responsible for instructing or training others to instruct.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632-5636 or code 101, extension 25636.

DEMONSTRATION WORKSHOP IN VIDEOTAPE TECHNIQUES

Civil Service Commission

A 3-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Provides skills and knowledge in the selection, development and utilization of videotape techniques in the learning process. Includes the following topics: TV and the Learning Process, Use and Misuse of TV for Training, Principles and Techniques of Visual Presentations, and Evaluating the Use of TV in Training. There will also be practical exercises to develop skills in videotape applications.

Who May Attend

Employee development specialists, instructors and audio-visual technicians having special interest or responsibility for applying videotape techniques to training.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632-5636 or code 101, extension 25636.

INSTRUCTION TRAINING

Civil Service Commission

A 10-day course to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Covers principles, methods, and practices of instruction, including: the psychology of learning, preparation of lesson plans, varieties of teaching methods, preparation and use of visual aids, and evaluation of training. A "how-to-do-it" course emphasizing a series of practice instructional sessions for each participant, with oral and written critiques from the group and individual criticism and assistance from The Personnel Management Training Center staff.

Who May Attend

Any employee who is responsible for instructing or for training others to instruct.

How To Make Nominations

CSC nomination form (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

MANAGEMENT DEVELOPMENT: PRINCIPLES AND METHODS

Civil Service Commission

A 3-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Provides employee development officers and others with significant management development responsibilities a framework in which to plan and carry out management development programs through: analysis of the competences required of the modern manager, definition of the role of the employee development officer in facilitating the development of such competences, and appraisal of significant theories and techniques relevant to management development.

Who May Attend

Training specialists with significant responsibilities in the employee development function and with specific responsibility for management development in their agencies.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course date, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PROGRAMED-INSTRUCTION: APPLICATIONS FOR GOVERNMENT TRAINING

Civil Service Commission

A 3-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Orients employee development officers to the principles, methods, techniques, capabilities, and limitations of programed-instruction, through coverage of psychological basis and characteristics of programed-instruction, identification of training needs that can be effectively met with programed-instruction, programing methods and techniques, and other related topics. Participants will have an opportunity to prepare a short unit of programed-instruction.

Who May Attend

Employee Development Officers and specialists responsible for allocating training resources.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

SEMINAR IN ADP FOR EMPLOYEE DEVELOPMENT SPECIALISTS

Civil Service Commission

A 2-day seminar to be held July 29–30, 1971 and December 13–14, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed to assist employee development specialists at all levels to meet the challenge posed by the actual or anticipated introduction of automatic data processing into their agencies. The course will include: (*a*) the present and future role of ADP in the training field; (*b*) typical computer applications in the management of training activities and their results in terms of efficiency and economy; (*c*) training required to achieve various levels of ADP competence; and available Government and non-Government resources for training; and (*d*) training considerations in ADP workforce orientation and employee retraining.

Who May Attend

Training officers, employee development specialists, and those who are concerned with providing training programs in the ADP field are eligible for nomination. Prior attendance at a Management Introduction to ADP course or equivalent knowledge is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than one month before course commencement.

Other Information

The cost of the program—$100 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 632–5650 or code 101, extension 25650.

TRAINING TRAINERS OF LOWER-LEVEL EMPLOYEES

Civil Service Commission

A 5-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Defines and analyzes the special role and responsibility of the trainer in designing and conducting training efforts to meet the policy objectives of the Upward Mobility and Public Service Career's programs, Discusses public policy objectives, principles of adult learning and the implications for training lower-level employees. Provides skills in the development, utilization and evaluation of various approaches for training lower-level employees and the counselors and supervisors of lower-level employees.

Who May Attend

Employee Development Officers, personnel specialists and others who have or anticipate having responsibility for the training and career development of lower-level employees.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632-5636 or code 101, extension 25636.

ADVANCED EMPLOYEE RELATIONS

Civil Service Commission

A 5-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Emphasizes the role of the employee relations officer in assisting management with individual employee relations problems; discusses communication, morale and attitude surveys, the solution of the more difficult human relations problems, and the establishment of a climate in which such problems are minimized; provides an overview of the labor-management relations program.

Who May Attend

Personnel specialists, GS–9 through 13 (or the equivalent), who have had training or experience in the employee-relations function.

How To Make Nominations

CSC nomination form (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

ADVERSE ACTIONS

Civil Service Commission

A 3-day course to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides information on the purpose of adverse actions, historical and legal background, laws, executive orders, and regulations governing adverse actions, procedural requirements, preparations of notices of proposed adverse action and notice of decision, merits of cases, current issues, and reduction in force.

Who May Attend

Personnel specialists, GS–9 through 13 (or the equivalent), who prepare or review correspondence involved in adverse actions; plan and carry out reductions in force; prepare or review regulations; or perform advisory and counseling work in the subject areas concerned.

How To Make Nominations

CSC nomination form (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

BASIC EMPLOYEE RELATIONS

Civil Service Commission

A 5-day course to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides basic knowledges of the employee relations function, with emphasis on case analysis of individual complaints, grievances, and appeals and coverage of legal and regulatory requirements; includes principles of human relations and introduction to counseling techniques.

Who May Attend

Persons serving in personnel management positions, GS–5 through 9 (or the equivalent).

How To Make Nominations

CSC nomination form (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Manage-

ment Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PRERETIREMENT PLANNING INSTITUTE FOR AGENCY ADVISORS

Civil Service Commission

A 3-day course held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides agency retirement advisors with knowledges and techniques which will serve as a basis for developing and conducting in-house preretirement planning programs, and for strengthening existing programs. Covers: objectives of preretirement planning, content of a comprehensive preretirement planning program, design, conduct, and evaluation of preretirement planning programs, and techniques of retirement counseling.

Who May Attend

Agency personnel who are or will be responsible for developing in-house preretirement planning programs or for counseling individual retirement eligibles.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

ADVANCED STAFFING AND PLACEMENT

Civil Service Commission

A 5-day course to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Reviews the subject areas comprising the staffing function, with emphasis on current policies and concerns and on the contributions of the behavioral sciences to the assessment of human abilities; emphasizes career staffing concepts and the responsibilities of staffing specialists in the achievement of the agency's mission; discusses evaluation of the staffing program.

Who May Attend

Personnel specialists, GS–9 through 13 (or the equivalent), who have had training or experience in the staffing function.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, costs, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

BASIC STAFFING AND PLACEMENT

Civil Service Commission

A 5-day course to be held 4 times a year at the Civil Service Commission.

Description

Provides an overview and basic knowledge of Federal staffing and placement policies and practices, including recruitment, placement, examining, appointment, internal staffing, promotion, placement followup, and program evaluation.

Who May Attend

Staffing specialists, GS–5 through 9 (or the equivalent), and other personnel specialists as space permits.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PERSONNEL ASSESSMENT AND SELECTION

Civil Service Commission

A 3-day course held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Reviews the basic concepts in the assessment of human abilities; stresses the uses, advantages, and limitations of the several types of personnel measurement and appraisal devices, e.g., supervisory appraisals, tests, vouchers, interviews, etc.; examines job analysis techniques including the job element approach, and ranking scheme techniques involving combining and weighting measurement results.

Who May Attend

Personnel Staffing Specialists GS-5 through 12 (or the equivalent), and other personnel specialists whose responsibilities include staffing.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632-5636 or code 101, extension 25636.

PERSONNEL INTERVIEWING AND COUNSELING: A BASIC COURSE

Civil Service Commission

A 4-day course held 3 times a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides a basic knowledge of the concepts and techniques used in the three principal categories of interviewing methods—the employment interview, the employee counseling interview, and the career counseling interview (separate segments will be devoted to interviewing and counseling the underutilized and disadvantaged). Participants, when in practice workshop sessions, will be assigned according to their indicated speciality.

Who May Attend

Employees in any professional personnel specialty grades 5-11 (or the equivalent), with significant interviewing, employee counseling, or career counseling responsibilities. Staff specialists and supervisors from other occupational series will be admitted as space permits.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PERSONNEL MANAGEMENT FOR PERSONNEL ASSISTANTS

Civil Service Commission

A 3-day course to be given 4 times a year at the Civil Service Commission, 1900 E Street NW.

Description

Designed to give participants increased knowledge about the Federal Personnel System; a broader perspective and deeper understanding of the following functional areas of personnel: (1) staffing and placement, (2) position classification, (3) employee-management relations, (4) employee development, and (5) and increased knowledge of behavioral science concepts and application to personnel.

Who May Attend

Employees GS–4 through 8 (or the equivalent), who have clerical and/or technical support or assistance responsibilities in any of the personnel functional areas. These employees will normally be in the GS–203 occupation series.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PERSONNEL STAFFING ASSISTANT FUNCTION

Civil Service Commission

A 3-day course held 6 times a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides knowledge for clerical and technical support personnel in the use of the Federal Personnel Manual and qualification standards; increases understanding of specific rules, regulations, and procedures concerned with recruitment, examination, selection, and placement; and examines various employment interviewing techniques.

Who May Attend

Employees, GS–4 through GS–6 (or the equivalent), who have clerical and/or technical support or assistant responsibility in the personnel staffing function.

How To Make Nominations

CSC nomination forms (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

TRAINING INSTITUTE FOR RECRUITERS

Civil Service Commission

A 3-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Stresses recruiting methods and techniques, with emphasis on recruitment at colleges and universities. Covers the recruiting roles of the Commission, agencies, and Federal recruiters; authorities for recruiting and flexibilities under the merit system; determining long and short term manpower requirements; and techniques of interviewing, combined with practice interview sessions.

Who May Attend

This course is designed primarily for new Federal recruiters, who plan to devote either part-time or full-time to recruitment activities.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to The Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

ACCRUAL ACCOUNTING WORKSHOP

Civil Service Commission

A 5-day program offered once a quarter in Washington, D.C., and intermittently in major cities in the United States.

Description

This program was developed in conjunction with the General Accounting Office to facilitate the understanding, acceptance, and use of accrual accounting systems for management purposes. An understanding of the basic principles and concepts is stressed. With this knowledge, a program manager, administrator, or a staff officer will appreciate the benefits which can be derived from an accural acounting systems, and the advantages such systems offer to sound management. Classes consist of lectures, group discussions, and problem-solving. All examples and cases will be drawn from the public sector.

Who May Attend

Nominees should be in the middle or upper levels of management, and hold positions where an understanding of financial information will enhance their performance. This course is primarily for participants with financial or managerial experience. It deals largely with accounting concepts rather than procedures. Participants seeking training in accural accounting procedures should consider two alternative courses offered by the Civil Service Commission:

> *Governmental Bookkeeping and Accounting*—a five-day elementary course for participants with little or no prior knowledge of bookkeeping or accounting.
>
> *Accural Accounting Procedures in Federal Agencies*—a three-day workshop covering those accounting procedures peculiar to Government operations, for those whose past accounting experience or training has been in the private sector.

The Management Sciences Training Center staff may be contacted at (area code 202) 632–5600, or Code 101, extension 25600 for further information in determining the most suitable course.

How To Make Nominations

Authorized agency officials should complete Nomination-Registration for Training (Optional form 37) for each nominee. Nominations for those wishing to attend the courses in Washington, D.C. should be submitted to the nearest U.S. Civil Service Commission Regional Training Center.

Other Information

Detailed announcements will be published well in advance of each course offering. Further information may be obtained by telephoning 632–5600, or code 101, extension 25600.

BASIC DATA ANALYSIS

Civil Service Commission

A 3-day program conducted 4 times a year in Washington, D.C.

Description

This course is designed to: (1) prepare participants for quantitatively oriented and technical courses; (2) provide a review of basic mathematics; and (3) provide an understanding of the need for quantification and of the world of numbers. Included in the subject matter will be: quantification; language of sets (a part of the "new math"); basic algebraic operations; mathematical notation; notation of a function; and an introduction to mathematical models and sampling.

Who May Attend

This course is intended for Federal, State, and local government officials who are involved in program management or analysis, who need a review of basic mathematics, and who are considering course work in other analytic techniques such as linear programing, statistics, or regression analysis. There are no grade level restrictions.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning 632–5600, or code 101, extension 25600.

CORRELATION AND REGRESSION ANALYSIS

Civil Service Commission

A 5-day program conducted 3 times a year in Washington, D.C.

Description

This course is designed to enable an analyst or program manager to: (1) recognize problems that can be analyzed by correlation and regression analysis; (2) understand the computational methods involved; (3) formulated problems in correct form for solution; and (4) compute solutions to formulated problems.

Who May Attend

This course is intended for Federal, State, and local government officials who are involved in program management or analysis. There are no grade level restrictions. However, nominees should have some knowledge of basic algebra and mathematical notation. If the nominee does not have this knowledge, the Civil Service Commission provides a three-day review course, *Basic Data Analysis.*

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning 632–5600, or code 101, extension 25600.

COST BENEFIT WORKSHOP

Civil Service Commission

A 5-day program conducted 7 times a year in Washington, D.C.
A similar program is offered in the San Francisco, St. Louis, and Atlanta Civil Service Commission Regions.

Description

This course is designed to provide instruction in the basics of cost benefit analysis, with a maximum amount of participation in actual analysis and a minimum amount of philosophy consistent with understanding. There will be several case exercises taking up about half the course workshop. Topics to be covered are: the setting for analysis; problem formulation and systems identification; the process of analysis; critiera problems and output measures; model building and use; present value, discounting, and other time problems in analysis; cost and benefit identification and calculation; standards for reviewing analysis; and the economics of public program analysis.

Who May Attend

This course is intended for Federal, State, and local government officials who are: (1) beginners in actual analysis involving cost benefit calculations; (2) managers for whom a working knowledge of the techniques of analysis is important; (3) program element managers; and (4) those who review cost-benefit studies. There are no grade level restrictions; however, nominees at GS–9 and below (or the equivalent) will be considered on an individual basis. A special version of this Workshop is given in August for new government employees.

How To Make Nominations

Nominations should be submitted to The Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning 632–5600, or code 101, extension 25600. Contact regional training institutes for information about their programs.

COST ESTIMATING TECHNIQUES

Civil Service Commission

A 5-day program conducted 4 times a year in Washington, D.C.

Description

This course is designed to enable managers to develop a good understanding of the techniques that are used in determining costs of future programs. It will provide practical methods for problem identification and insights into the application of cost projection techniques. The course will also introduce the concepts and methods concerned with identifying the true level of past, present, and future costs for such purposes as budgets, estimates of cost-to-complete programs, manpower needs, operating performance, and control of subcontracted activities.

Who May Attend

This program is intended for Federal, State, and local government officials who are in positions responsible for or influencing management decisions. There are no grade level restrictions.

How To Make Nominations

Nominations should be submitted to The Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning 632-5600, or code 101, extension 25600.

DISCOUNT RATES AND PROCEDURES

Civil Service Commission

A 1-day program conducted 3 times a year in Washington, D.C. A similar program is offered in the San Francisco Civil Service Commission Region.

Description

This course is designed to achieve the following objectives: (1) to explain why discounting is a reasonable approach to analyzing future program costs and benefits; (2) to provide instruction on how to do it; and (3) to guide participants through actual practice problems and a case study. Participants will feel competent to carry out the provisions of Office of Management and Budget Circular A-94 and to know when to use discounting generally in the planning, programing, and budgeting process.

Who May Attend

This program is intended for Federal, State, and local government officials involved in program analysis, budget analysis, management analysis, planning, or management of a public program. There are no grade level restrictions.

How To Make Nominations

Nominations should be submitted to The Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Furtherinformation may be obtained by telephoning 632–5600, or code 101, extension 25600. Contact the regional training institute for information about this program.

ECONOMIC INVESTMENT ANALYSIS

Civil Service Commission

A 4-day course offered twice a quarter in Washington, D.C. A similar program will be offered by the St. Louis and San Francisco Regional Training Institutes.

Description

This program covers the major elements involved in economic investment analysis of Department of Defense projects. Lectures, case studies, and discussion groups cover such topics as: discounted cash flow, cost analysis, treatment of inflation and uncertainty, decision criteria, and preparation and presentation of economic investment analysis. Although cases and examples are drawn from Defense, the principles and techniques are applicable to all government programs using economic analysis.

Who May Attend

Participation is open to civilian and military personnel in the middle or upper levels of management, administration, or budgeting in government.

How To Make Nominations

Authorized agency representatives should submit a Nomination-Registration for Training form (Optional form 37) for each nominee to the Management Sciences Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Accepted nominations will be confirmed in advance of each session.

Other Information

Announcements with more detailed information will be sent to all agencies well in advance of the program. Further information may be obtained by calling area code 202, 632-5600 or IDS code 101-25600. Contact the regional training institutes for information on their programs.

EDUCATIONAL PROGRAM IN SYSTEMS ANALYSIS

Civil Service Commission

A full academic year program conducted at six major universities—the University of California at Irvine, Harvard University, University of Maryland, Massachusetts Institute of Technology, University of Michigan, and Stanford University.

Description

This course is designed to develop analysts and provide systems analysis capability for public program analysis. A typical course of study includes micro-economics, quantitative methods, public expenditure theory, and operations research. Additional workshops and seminars are offered which have specific substantive focus, and opportunities are provided to select electives from a wide variety of university offerings.

Who May Attend

This program is intended for Federal, State, and local government officials, generally in grade levels GS-9 through GS-13 or equivalent. Nominations should be limited to persons who are being developed to make a contribution to systems analysis in their department or agency. Nominees generally should have: (1) a bachelor's degree from an accredited college or university; (2) an academic average of B or better; and (3) have taken the Graduate Record Examination, the Miller Analogies Test, or the Admission Test for Graduate Study in Business.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be submitted for each nominee, along with all college/university transcripts, an agency recommendation, and a test score. A deadline early in February is usually imposed for receipt of nominations.

Other Information

Further information can be obtained from: agency training officers; the CSC publication "Educational Program in Systems Analysis," or the Management Sciences Training Center, area code 202, 632–5600, or IDS code 101, extension 25600.

EFFECTIVE PLANNING TECHNIQUES

Civil Service Commission

A 5-day program conducted 5 times a year in Washington, D.C.

Description

This course is designed to help anyone concerned with agency planning take an informed, active approach to making current decisions which have significant effects on the agency's future. Planners and program managers will become aware of, familiar with, and comfortable working with a few basic planning techniques. Topics to be covered are: planning for the Federal system, the agency charter, involving top management, problem formulation, forecasting, and tying planning with budgeting and action.

Who May Attend

This course is intended for Federal, state, and local government officials who are involved in program management, analysis, or equivalent rank in other pay systems. Lower grade employees will be considered if the nomination is accompanied by a justification.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training (Mail Point 7H39), U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional Form 37) must be completed for each Federal nominee. An appropriate letter is acceptable for other nominees which must include a billing address.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600 or IDS code 101, extension 25600.

EXECUTIVE WORKSHOP IN OPERATIONS RESEARCH TECHNIQUES

Civil Service Commission

A 2-day seminar to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is specifically designed as a techniques oriented program for executives already familiar with the broad concepts of Operations Research/Systems Analysis. It is intended as a followup program to the course entitled Systems Analysis for Government Operations. The major technique classes to be covered are: (*a*) mathematical programing; (*b*) probability techniques; (*c*) simulation models; and (*d*) networking. The case study methods will be used extensively to explore the mathematical statistical calculations involved in each technique.

Who May Attend

This program is intended for career executives, GS–14 and above or equivalent.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Detailed announcements will be published well in advance of each seminar offering. Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600.

INTRODUCTION TO VALUE ANALYSIS

Civil Service Commission

A 3-day program conducted 4 times a year in Washington, D.C.

Description

This course provides an introduction to the concept of value analysis as applied to management systems and social services. Value analysis identifies the function of a system, establishes a value for it, and endeavors to provide that function at lowest cost. Course content includes the theory of value analysis, where it can be applied, and the phases of a value analysis project. Case studies are used to demonstrate value analysis.

Who May Attend

This course is especially intended for management analysts, administrators, budget examiners, personnel specialists, industrial engineers, supervisors of work-producing units and others concerned with efficient and effective program management at the Federal, state and local level of government. Nominations of personnel at GS–6 or below (or equivalent) must be accompanied by a justification for attendance.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center (Mail Point 7H39), Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional Form 37) must be completed for each Federal nominee. An appropriate letter is acceptable for other nominees which must include a billing address.

Other Information

Further information may be obtained by telephoning area code 202, 632-5600 or IDS code 101, extension 25600.

LINEAR PROGRAMING

Civil Service Commission

A 5-day program conducted 3 times a year in Washington, D.C.

Description

This course is designed to enable an analyst or program manager to: (1) recognize problems that can be solved by linear programing; (2)

understand the ideas of linear programing; (3) formulate problems in correct form for solution; and (4) obtain solutions to problems, usually through the use of standard computer programs readily available for all government computers.

Who May Attend

This course is intended for Federal, State, and local government officials who are involved in program management or analysis. There are no grade level restrictions. However, nominees should have some knowledge of basic algebra and mathematical notation. If the nominee does not have this knowledge, the Civil Service Commission provides a three-day review course, *Basic Data Analysis*.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600.

MANAGEMENT ANALYSIS AND REVIEW

Civil Service Commission

A 5-day program conducted 5 times a year in Washington, D.C.

Description

This program is a basic introduction to the management analysis function. It gives the new analyst a firm foundation in the management analysis cycle from planning a management analysis study to the report and evaluation of installed management systems. Classroom experience in management analysis is provided to the participant through a multiphase case study.

Who May Attend

New management analysts, those being trained for management analysis positions, supervisors and managers who deal with management analysts, and others interested in improved efficiency of management systems are eligible to participate. State and local government analysts are also invited and encouraged to attend. There are no grade level restrictions.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training (Mail Point 7H39), U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional Form 37) must be completed for each Federal nominee. An appropriate letter is acceptable for other nominees, which must contain a billing address.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600.

NETWORK TECHNIQUES FOR PROJECT MANAGEMENT

Civil Service Commission

A 3-day program conducted 4 times a year in Washington, D.C.

Description

This course provides a practical knowledge of the use of networking techniques in the management of projects, after a brief presentation on the theory of networking (Program Evaluation and Review Techniques, and Critical Path Method). Topics to be covered will be the use of networks in project planning, resource allocation, control and the use of computers. Case studies will supplement the lecture periods.

Who May Attend

This course is designed for project managers, management analysts, program analysts, and others who are required to plan and administer special projects. No grade restrictions are enforced except that the nominations of employees at GS–6 and below must be accompanied by a justification. Federal, state, and local employees are eligible.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center (Mail Point 7H39), Bureau of Training, U. S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional Form 37) must be completed for each Federal nominee. An appropriate letter is acceptable for other nominees which must include a billing address.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600 or IDS Code 101, extension 25600.

OPERATIONS RESEARCH ORIENTATION

Civil Service Commission

A 3-day program to be conducted in the fall 1971 and spring 1972 at the Civil Service Commission, 1900 E Street NW. A similar program is conducted by the San Francisco Civil Service Commission Region.

Description

This program is designed to provide a general overview of the classes of techniques of analysis known as Operations Research/Systems Analysis. Emphasis will be placed upon the role of the analyst in supporting management decision making through quantitative analyses. Subjects to be discussed will include: basic concept of operations research; methodology used; and principal and commonly used techniques of Operations Research/Systems Analysis. Knowledgeable and experienced practitioners from government, industry, and universities will constitute the faculty for this program. At the conclusion of the orientation, participants should be able to: (1) appreciate more fully the role of quantitative analysis as an information-producing set of techniques; (2) understand the major steps involved in the application of methods and techniques; (3) recognize more clearly the roles of individuals responsible for contributing informational inputs to management; and (4) communicate more effectively through an increased knowledge of terminology and meanings. A followup program, Techniques and Methods of Operations Research Workshop, is offered for those persons seeking more detailed understanding of the mathematical-statistical elements involved.

Who May Attend

This program is open to career Government employees, GS-9 and above or equivalent. It is particularly directed at persons whose present or projected assignments require a broad conceptual knowledge of operations research and related quantitative approaches.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632-5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

PLANNING, PROGRAMMING, BUDGETING SEMINAR

Civil Service Commission

A 2-week program conducted 3 times a year in Washington, D.C. A similar program is offered in the San Francisco Civil Service Commission Region.

Description

This course is designed to achieve three essential objectives: (1) to provide participants with a working knowledge of the structure and functioning of the Planning, Programming, and Budgeting system as set forth in Office of Management and Budget bulletins, and with knowledge of the experience gained by agencies through efforts at implementation; (2) to provide participants with a grasp of the underlying economic base for program budgeting and with an understanding of the essentials of program evaluation and planning; and (3) to introduce participants to sophisticated quantitative approaches to management planning and control, improving their ability to communicate intelligently with professional analysts.

Who May Attend

This seminar is intended for: (1) those directly involved in PPB operations such as program and budget people, and (2) those line and staff managers at upper and middle levels who will be using the system as an aid to decision making. Participation is open to Federal, State, and local government officials. Experience indicates that the course is more valuable for those individuals who have experience with policy level management decisions.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to: Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be submitted for each nominee. The residence requirement is mandatory for all participants. The Civil Service Commission will announce training site locations in time for accommodation arrangements to be made.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600. Contact the regional training institutes for information about its program.

RANDOM SAMPLING IN GOVERNMENT OPERATIONS

Civil Service Commission

A 3-day program offered 4 times per year at the Civil Service Commission, Washington, D.C.

Description

This program is designed primarily to increase appreciation for practical uses of random sampling in the wide variety of government operations in which examination of large masses of data would be an insurmountable task and unnecessary for obtaining accurate and reliable meanings. Although basic statistical methods will be covered, prior knowledge of statistical science will not be a prerequisite for attendance. Emphasis will be placed on broad understanding, rather than on detailed technical treatment of the subject. It will seek to provide: (1) familiarity with techniques; (2) appreciation for the advantages and uses of random sampling; and (3) a reflective environment in which to discuss applications of these techniques to government operations. Topical areas covered will include basic principles of sampling, sampling as a short cut to fact finding, estimating from samples, and practical government applications of random sampling techniques.

Who May Attend

This program is open to any career employee who in the course of assigned responsibilities would benefit from a familiarity with and appreciation for random sampling as a means for obtaining useful information. It is recommended in particular for contract officers, management analysts, financial managers, personnel specialists, and other professionals who are users of statistical products.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Announcements with more detailed information will be sent to all agencies well in advance of the program. Further information may be obtained by telephoning area code 202, 632-5600, or IDS code 101, extension 25600.

STATISTICAL SCIENCE FOR ANALYSIS

Civil Service Commission

A 3-day program to be conducted two times per year at the Civil Service Commission, 1900 E Street NW.

Description

This broad survey course is designed to examine basic principles, underlying logic, and practical uses of statistical science for analysis. Particular attention will be focused on: (*a*) Quantification of problems; (*b*) probability and risk; (*c*) sampling; (*d*) quality control; and (*e*) correlation and analysis. A combination of lecture and case method approach will be used to relate theory to real world applications.

Who May Attend

This program is primarily intended for newly assigned analysts, GS–9 and above, or equivalent, whose work assignment (current or anticipated) involves the use of statistics and who are seeking a practical review of fundamentals.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-registration for training forms (Optional Form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600.

SYSTEMS ANALYSIS FOR GOVERNMENT OPERATIONS

Civil Service Commission

A 3-day program conducted 10 times a year in Washington, D.C. A similar program is offered in the San Francisco and Philadelphia Civil Service Commission regions.

Description

This course is designed to accomplish the following objectives for participants: (1) Improve their understanding of systems analysis and its application; (2) enable participants to better identify agency problems susceptible to analysis; (3) improve their knowledge of the various analytic techniques; (4) to be able to deal effectively with questions regarding both the usefulness and limitations of analysis in their agencies; and (5) to acquire sufficient background to enable participants to expand their knowledge further through outside reading.

Who May Attend

This program is intended for managers, staff professionals, administrators, and others who want to better understand and use systematic approaches to the problems of their agencies or who work with those using systems analysis. Attendance is limited to Federal, State, and local government employees at the GS–12 level and above (or the equivalents).

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-registration for training forms (Optional Form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

TECHNIQUES AND METHODS OF OPERATIONS RESEARCH WORKSHOP

Civil Service Commission

A 4-day program to be held 4 times per year in Washington, D.C. The program consists of two 2-day sessions to be held during 2 consecutive weeks.

Description

The objective of this program is to increase practical understanding of such basic operations research techniques as: inventory theory, replacement theory, queueing theory, simulation, cost-benefit analysis, linear and dynamic programming, and game theory. Lectures, case studies, group discussion, and challenging homework assignments will be used extensively throughout the conduct of this workshop. Upon completion of the program, the participant should be able to: (1) recognize more readily the type and range of operational problems amenable, to mathematical approaches; (2) understand more fully the mathematical rules and computational logic employed by Operations Research analysts; and (3) appreciate more comprehensively the various methods used for recording and analyzing data in mathematical problem solving. The program is intended as a more detailed treatment of analytic techniques covered in such general programs as the Operations Research Orientation and General Orientation in Program Evaluation.

Who May Attend

This program is open to Federal, State, and local government employees. It is particularly directed at persons who perform or will perform quantitative analyses of operations problems for management, or who are responsible for the supervision of such efforts. The program presumes familiarity with operations research concepts and a technical orientation on the part of the participant. An understanding of basic algebra is essential to effective participation and understanding of practical exercises. If the nominee does not have this knowledge, the Civil Service Commission provides a three-day review course, Basic Data Analysis.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202. 632–5600, or IDS code 101, extension 25600.

WORKFORCE ESTIMATING

Civil Service Commission

A 3-day program conducted 8 times a year in Washington, D.C. A similar program is offered by the San Francisco and Philadelphia Civil Service Commission Regions.

Description

This course discusses work measurement and estimating techniques with emphasis on a statistical estimating technique recommended by the Office of Management and Budget—multiple regression analysis. Participants will be made acquainted with various work measuring techniques so that those techniques best suited for their agencies can be identified and implemented. To meet the minimum requirements of the Office of Management and Budget, participants will be taught to understand, utilize, and interpret results of regression analysis in manpower and workload estimation, rather than the mechanics of how to program or set up the analytical data.

Who May Attend

This course is intended for all budgeting, administrative, and management personnel involved in agency budget estimation, preparation, analysis, or justification. There are no grade level restrictions and participation is open to all Federal, State, and local government officials. Participants are expected to be acquainted with basis statistical techniques, but need not be statisticians.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632-5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

Supply

Procurement and Contracting

CONTRACTING BY FORMAL ADVERTISING

General Services Administration

A 5-day program, scheduled periodically in Arlington, Va., and in other centers of Federal population.

Description

Basic Government procurement law provides that all contracts for property and services, with certain stated exceptions, be made by formal advertising. This course will assist Federal agencies to: (1) Procure personal property and nonpersonal services (including construction) by use of the formal advertising method, (2) standardize formal advertising procedures, (3) improve relationships between contracting offices and contractors, and (4) comply with legal and regulatory requirements. The course is based primarily on Federal Procurement Regulations (FPR), which are generally compatible with the Armed Services Procurement Regulations (ASPR). Major topics to be covered are: Preparation of invitation-prescribed and optional forms and "tailoring" the invitation; publicizing the invitation—mailing, public display, newspaper advertising, and Department of Commerce synopsis; submission of bids—responsiveness, late bids, rejections, and mistakes; awarding the contract—responsible prospective contractor, discounts, equal low bids, and progressive awards.

Case studies and discussion will focus attention on recurring problems and furnish assistance in preventing or resolving such problems. Special emphasis will be devoted to situations involving late bids, responsiveness of bids and mistakes in bids.

Who May Attend

This course is designed for Federal employees in procurement positions or in training for procurement positions. Personnel who have taken the GSA course in Small Purchases will find that this course will broaden their procurement skills. Participation is open to employees in grades GS-7 and above, or equivalent.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

CONTRACT LIAISON FOR THE SCIENTIST AND ENGINEER

Civil Service Commission

A 3-day program offered as needed at the Civil Service Commission, 1900 E Street NW.

Description

Substantial controversies measuring into multimillion dollars yearly result from an inadequate knowledge of government procurement processes which in turn result in a lack of adequate coordination among scientists, their contracting officers and the contractors. This program is designed to allow the scientists or engineer who is responsible for the technical aspects of a contract to better communicate with his organization's contracting officer through improved understanding of contracts and contracting. Topics to be discussed include: procurement responsibility and authority as it pertains to laws and implementations, the contracting officer and his representatives, the principal of agency and the technical role. The procurement process which includes program planning and funding authorities; the request for proposal (scope of work—purposes, content, and impact); and miscellaneous matters of concern such as competition vs sole source, evaluation of proposal, approval and determinations required, and the characteristics of a contract; the award and on-going process including technical surveillance and coordination, technical and administrative changes, allowable cost and limitation thereof, rights in technical data, and a follow-on plan.

Who May Attend

This seminar is open to all scientists, engineers, and scientific administrators interested in improving their contracting knowledge.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives no later than 3 weeks before the begining date for each program to: Director, Science and Engineering Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Agencies may obtain further information by calling 63-25662 or code 101, extension 25662.

EDITORIAL PLANNING FOR PRINTING PRODUCTION

Government Printing Office

Two 8-day programs to be held from October 18 to November 11, 1971, and March 20 to April 13, 1972, at the Government Printing Office, 732 North Capitol Street (at H), NW.

Description

Lectures covering planning, copy preparation, scheduling, printing processes, type, use, selection and use of art and photographs, electronic photocomposition, printing procurement procedures, and sale and distribution of government publications. A guided tour of the typesetting and the printing production divisions of the Printing Office is included.

Who May Attend

Federal writers and editors, or administrators associated with these fields, and those who prepare specifications for use in requisitioning printing from the Government Printing Office, or who are required to work with the Government Printing Office as department or agency procurement officers.

How To Make Nominations

A letter or Civil Service Optional Form 37 should be submitted by authorized agency representatives to the Superintendent of Typography and Design, Room C–829, U.S. Government Printing Office, Washington, D.C. 20401, by October 1, 1971, and March 3, 1972, respectively. Applications should include the following information: Nominee's name, position title and brief description of duties, grade level, and department or bureau; and the telephone number of the person to be notified of acceptance. This notice will be given approximately one week prior to the start of each program. Nominees will be accepted in the order in which they are received.

Other Information

No cost to agencies. It is expected that those registering will participate in all eight sessions. Limited classroom capacity will restrict each of the two attending groups to 65 persons. Further information may be obtained by calling 202–541–3339 or code 149 extension 339.

EFFECTIVE ADMINISTRATION OF THE CONTRACT FOR MARGINALLY PUNCHED CONTINUOUS FORMS

U.S. Government Printing Office

A program held in January on 3 successive days from 9 a.m. to 4 p.m. at the U.S. Government Printing Office, 732 North Capitol Street (at H) NW., Washington, D.C. 20401.

Description

The class will study the Contract for Marginally Punched Continuous Forms and will cover such topics as: (*a*) Who must and who may use the contract; (*b*) Which orders fit the contract; (*c*) How to use GPO form 1026a; (*d*) How to place orders; (*e*) Planning within printing limitations; (*f*) General do's and don't's: Training techniques will include lectures, question and answer periods, and workshop problems.

Who May Attend

The course is conducted for authorized personnel engaged in the preparation of specifications, pricing, and procurement of forms under the Contract for Marginally Punched Continuous Forms.

How To Make Nominations

Nominations should be submitted by authorized agency representatives, by letter, to Mr. James F. Holloran, Acting Manager, Printing Procurement Department, Room C–883, U.S. Government Printing Office, Washington, D.C. 20401. Applications should include the following information: Department or bureau, name, title, and grade level. The telephone number of the person to be notified of acceptance is also requested. Nominees will be accepted in the order in which they are received. Notification by telephone as to acceptance and specific dates will be made at least 2 weeks prior to the start of each course.

Other Information

There is no cost to agencies. Each class will be limited to about 45 persons. Further information may be obtained by calling the Superintendent, Commercial Printing Specifications Division, Telephone: Area Code 202, 541–3351 (Government dial code 149), extension 351.

GOVERNMENT CONTRACT ADMINISTRATION

General Services Administration

A 5-day course scheduled periodically in Arlington, Va., and other centers of Federal population.

Description

This course is designed to assist Federal agencies in: Obtaining maximum compliance by the contractor with contract terms during performance, recognizing the occurrence of situations during performance which may lead to claims by the contractor, protecting the public interest by prompt and fair settlement of problems which arise during performance, determining whether increased costs of contract performance should be borne by the contractor or by the Government, and negotiating equitable adjustments when the Government has agreed to bear risk in contract performance. The course will include: A detailed analysis of the obligations which the contractor and the Government assume under the standard form Government contract; the major events which may occur during contract performance, such as changes, changed conditions, changes in Government-furnished property, delays, defective specifications, and inspection problems; techniques for pricing the "equitable adjustment"; methods for processing findings, determinations, and appeals under the Disputes Clause; distinctions between claims under the contract and claims for breach of contract; techniques for obtaining compliance with contract delivery schedules; default clause procedures, difficulties encountered in cost reimbursement or payment of contractors; and post-performance aspects of contract administration, such as enforcement of warranty provisions, product liability, or examination of contractor's records.

Who May Attend

This course is designed for procurement officers, contracting officers, contract administrators, and other personnel involved in the procurement, preparation, and administration of Federal contracts. Participation is open to employees in grades GS–9 and above, or equivalent.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional Form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

GOVERNMENT CONTRACT NEGOTIATIONS

General Services Administration

A 5-day course scheduled periodically in Arlington, Va., and other centers of Federal population.

Description

This course is intended to give procurement personnel an opportunity to expand their knowledge and exchange ideas in the field of contract negotiation. It is based primarily on Federal Procurement Regulations (FPR), and supplements the courses "Contracting By Formal Advertising" and "Government Contract Administration." Major topics covered are: Procurement planning, methods of procurement, techniques and procedures in negotiation, evaluation of proposals, conduct of the negotiation, and technical assistance in conducting the negotiation. Case studies and discussion focus attention on recurring problems and furnish assistance in preventing or resolving such problems. Special emphasis is devoted to situations involving human factors in negotiation, negotiation techniques, price and cost analysis, administrative policy, legal requirements, and contract award and administration.

Who May Attend

This course is designed for procurement officers, contracting officers, contract administrators, and other personnel engaged in the procurement, preparation, and administration of Federal contracts. Participation is open to employees in grades GS–9 and above, or equivalent.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional Form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

PROCUREMENT CONTRACTING AND POLICY

General Services Administration

A 4-day course conducted 4 times a year in Washington, D.C. and selected centers of Federal population.

Description

This program is designed to assist Federal agencies in: Developing more economical and effective purchasing and contracting practices, including contract administration and termination; obtaining better understanding and acceptance of laws, regulations, policies, and procedures governing Federal procurement, on the part of both Federal procurement officials and businessmen; and developing new approaches and solutions to unique procurement problems. It emphasizes the legal and regulatory aspects of procurement and their application to practical situations. Attention is given not only to existing rules, but to reasons for such rules, and alternatives which have been considered. Each of the following major subject-matter areas are discussed: Development and principles of procurement statutes; types of contracts; advertising and bidding procedures; negotiation of contracts; economic policy requirements (small business, labor surplus, equal employment opportunities); reporting of possible anti-trust violations; publicizing procurement actions; contract administration clauses (disputes, defaults, suspension of work, equitable adjustment, changes, inspection and acceptance, etc.); taxes, bonds, and insurance; debarment; contract financing, audit, and cost principles; and contract termination.

Who May Attend

This course is designed for Federal personnel concerned with procurement in any of its aspects—such as purchase, fiscal, legal, and engineering. Participation is open to personnel in grades GS–12 and above, or equivalent. Especially well-qualified candidates at GS–11 will be considered if space is available and a waiver is requested by their agencies. Commissioned officers of the military services are eligible and will be accepted on the same priority basis as other nominees.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Scheduled dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

PUBLIC UTILITIES SERVICE PROCUREMENT

General Services Administration

A 3-day seminar scheduled periodically in Washington, D.C. and other centers of Federal population.

Description

This seminar is designed to give management and technical guidance to Federal agencies in their procurement of electric, gas, steam, water, and sewer services. It treats the specialized areas of utilities procurement as well as some applications of the services, and is intended to supplement basic training or experience.

Major discussion topics are: Regulations, policies, and procedures of civilian and military agencies for public utilities procurement and management; the art, techniques, responsibilities, and steps in negotiation of utilities contracts; characteristics of effective administration of utilities contracts; periodic review of suitability and sufficiency of contracts and performance; responsibilities and guidelines for electric and gas rate selection and application; utilities costs cutting by applying proven methods and creative ideas in procurement and utilization; and planned development of the internal capability of Federal agencies to handle specialized utilities problems.

Who May Attend

This seminar is open to procurement officers, contracting officers, contract administrators, and other personnel engaged in public utilities service procurement. Participation is limited to employees in grades GS–12 and above, or equivalent, especially well-qualified candidates at grades GS-9 through GS-11 or equivalent, and commissioned and noncommissioned officers of the military services.

How To Make Nominations

Nomination should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

SMALL PURCHASES

General Services Administration

A 5-day course scheduled periodically in Arlington, Va., and other centers of Federal population.

Description

The administrative costs of making, controlling, and paying for small purchases often exceed the value of the items being procured. The purpose of this course is to encourage Federal agencies to reduce costs through the use of: (1) Improved methods for making small purchases; (2) careful analysis of each requirement; and (3) utilization of appropriate simplified purchase techniques.

The course is based primarily on Federal Procurement Regulations (FPR), with reference to the Armed Services Procurement Regulations (ASPR) when appropriate. It includes lecture-discussions and case studies, and emphazies the application of the following authorized small purchase techniques: Blanket purchase arrangements, imprest funds, purchase order forms (SF 44 and 147), oral purchases, and unpriced purchase orders. The following related topics are also covered: Preliminary purchase conditions, soliciation of quotations, limitations, and vendor and inhouse relationships.

Who May Attend

The course is designed for all Federal employees engaged in small purchases and related procurement operations, or in training for assignment in the procurement field.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

Storage and Inventory

ECONOMIC ORDER QUANTITY TECHNIQUES

General Services Administration

A 3-day course scheduled periodically in Arlington, Va., and other centers of Federal population.

Description

This course is designed to assist agencies in complying with the requirements of the Federal Property Management Regulations (FPMR) pertaining to inventory management, and will enable agencies to apply modern inventory methods in their supply systems. The course focuses on a detailed presentation of techniques employed in implementing Economic Order Quantity (EOQ) principles and practices to enable each participant to effect practical application in his agency. Among the topics to be discussed are: Criteria for stockage, measures of supply effectiveness, mechanics of the inventory control system, predicting and forecasting demand, exponential smoothing, safety stock, economic purchase quantity, and low-dollar value control techniques.

Who May Attend

The course is designed primarily for management and operating supply personnel whose duties require a basic knowledge of economic order quantity techniques. Nominees for this course must have taken the course "Inventory Control of Supplies and Materials." EOQ techniques involve the application of mathematics to inventory management, and some of the inventory management decisions have been reduced to formulas, some very simple. These formulas are discussed and applied in the course; and it is desirable, therefore, that nominees have a knowledge of high school mathematics.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Additional information may be obtained by calling area code 202, 343–7681, or code 183, extension 7681.

INVENTORY CONTROL OF SUPPLIES AND MATERIALS

General Services Administration

A 2-day course scheduled periodically in Arlington, Va., and other centers of Federal population.

Description

This course is designed to assist agencies in anticipating inventory needs and avoiding overstocking or running out of stock. It aids in the establishment and maintenance of a satisfactory balance of customer service, inventory management and control, and operating costs. Through lectures, practice exercises, and discussion, the course stresses principles, techniques, and guidelines under the following topics: Requirements determination, storage criteria, stock levels, when to order, reviewing for excess, and basic ADP applications.

Who May Attend

The course is primarily for operating personnel responsible for maintaining inventories of supplies and materials. Special consideration will be given to personnel from agencies maintaining storerooms that serve consumers. Supervisors and managers interested in reviewing the basic elements of inventory management are eligible to attend. Management and operating officials who plan to take the 3-day course "Economic Order Quantity Techniques" which follows are required to take this basic course.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Agencies may obtain additional information by calling area code 202, 343–7681,or code 183, extension 7681.

STORAGE AND MATERIALS HANDLING

General Services Administration

A 5-day course scheduled periodically in Arlington, Va.

Description

The purpose of this course is to assist Federal agencies in: Utilizing storage facilities by better planning and layout of space to accommodate materials essential to mission; employing equipment to assure smooth flow of materials in and out of inventory; and achieving optimum use of manpower, equipment, and facilities involved in storage operations. The course will develop a knowledge of current warehousing principles, methods, and techniques, and relate their application to the maintenance or improvement of operations. It will provide opportunity for participants to discuss and solve problems relating to: Space types and requirements computations, planning space layouts and storage plans, materials handling equipment, storage locations and locator systems, safety and protection of personnel, and warehousing management.

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Who May Attend

The course is intended for Federal employees at the operating level and the first level of supervision. Management personnel who seek a review of storage and materials handling principles, methods, and techniques, and employees in training for positions in this field are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Additional information may be obtained by calling area code 202, 343–7681, or code 183, extension 7681.

Transportation

CARRIER SELECTION–FREIGHT CLASSIFICATION

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This course is designed to assist Federal agencies in the selection of commercial carriers for the domestic transportation of Government property by providing criteria for making judicious routing decisions, and assisting agencies in describing Government property on transportation documents to obtain the most economical freight rates. Topics to be discussed are: Use of classification publications, how to describe freight, modes of transportation, how to route Government freight, and equitable distribution of tonnage.

Who May Attend

This course is open to any Federal employee whose full or part-time duties involve freight transportation functions. Employees responsible for issuing and processing Government bills of lading also are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

FREIGHT LOSS AND DAMAGE CLAIMS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population, or offered onsite at agency request.

Description

This course is designed to assist Federal agencies in the processing of claims against carriers for loss and damage to Government property during shipment, and in taking precautionary steps to prevent loss and damage to their shipments. The following topics are highlighted: Prevention of loss and damage; liability of shipper and carrier; consignee's certificate of delivery; report of loss, damage, or shrinkage and measure of loss and damage; and step-by-step claims procedures.

Who May Attend

This course is open to all Federal employees responsible for the handling and processing of loss and damage claims. It is also open to employees concerned with the shipping and receiving of Government property in safe condition.

How To Make Nominations

Nominations should be submitted through agency employee development offices to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

FREIGHT RATES AND TARIFFS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

The course is designed to broaden the transportation and traffic management capabilities of Federal agencies by: Exploring the benefits to be derived from proper application of rates, routings, and other transportation data in carrier's tariffs; reviewing the pricing structure of the transportation carriers of the United States; and providing information and guidance regarding the availability and use of GSA's tariff library facilities in obtaining more economical transportation services. Discussion will include: Freight rates, carrier tariffs; rate tenders to the Government; accessorial services, specialized services; transit arrangements; and regulatory provisions.

Who May Attend

This course is open to administrative, supervisory, and operations personnel whose full- or part-time duties involve freight transportation activities.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 3777 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

GOVERNMENT BILLS OF LADING AND COMMON SHIPPING FAULTS

General Services Administration

A 1-day seminar scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This seminar is designed to improve the quality of shipping documentation by Federal agencies, thereby eliminating many of the discrepancies encountered by the General Accounting Office in their post audits. Approved bill of lading procedures are discussed in detail and the most common trouble spots identified. Questions and open discussion are encountered. The GSA Handbook "How to Prepare and Process U.S. Government Bills of Lading" provides ready reference to the subject matter and it is suggested that participants bring their copies to the seminar.

Time is allowed for general discussion on any topic pertaining to the movement of Government property. Participants are urged to take part in this exchange of information and ideas. Specific questions requiring reference to the GSA tariff library may be submitted to the course instructor and data will be furnished in writing from the TCS–GSA staff.

Who May Attend

This seminar is open to administrative, supervisory, and operational personnel whose full or part-time duties involve freight transportation activities. Persons responsible for issuance and processing of Government bills of lading should attend. The subjects covered will be of interest to property and supply officers, procurement agents, warehouse supervisors and shipping personnel. Any other Federal employee whose duties are related to the subject matter may also attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

MODERN TRAFFIC TECHNIQUES

General Services Administration

A 3-day course scheduled as needed in Washington, D.C., and other centers of Federal population.

Description

This course is designed to broaden the transportation and traffic management capabilities of Federal agencies by: Integrating procurement, supply distribution, and financial aspects into a unified transportation resource; updating agency procedures in the transportation of Government property; and exploring basic and advanced methods of traffic management for future as well as present application.

Who May Attend

Civilian agency personnel in grades GS–11 and above, or equivalent, having administrative or supervisory responsibility over supply, procurement, storage, and distribution activities involving transportation and traffic management, are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF–37.

Other Information

No cost to agencies. Additional information may be obtained by calling area code 202, 343–7681, or code 183, extension 7681.

OCEAN TRANSPORTATION

General Services Administration

A 1-day course scheduled as needed in Washington, D.C., and other centers of Federal population.

Description

This course is designed to increase effectiveness and economy in the international procurement and transportation programs of Federal agencies by presenting and discussing means of: Coordinating procurement functions more closely with those of transportation; promoting a broader understanding of ocean transportation procedures; investigating costs via all modes, or combinations of modes, of transportation; and providing for the most effective terms of delivery in contracts. Topics to be discussed include: The materials procurement stage; the preliminary shipping stage; transportation to port, the port activity stage; export shipments; import shipments; cross trades shipments; steamship conferences; foreign freight forwarder; and ship chartering.

Who May Attend

Administrative, supervisory, and operations personnel whose duties involve the procurement and transportation of materials for delivery to overseas destinations are eligible to attend.

How To Make Nominations

Nominations should be submited through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF–37.

Other Information

No cost to agencies. Additional information may be obtained by calling area code 202, 343–7681, or code 183, extension 7681.

PREPARING AND PROCESSING THE GOVERNMENT TRANSPORTATION REQUEST

General Services Administration

A 1-day seminar/workshop scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This seminar/workshop has been designed to assist agency personnel in the development and improvement of government transportation request procedures. The course will include discussions and workshop activities on the preparation and processing of the transportation request in passenger transportation procurement.

Who May Attend

This course is open to agency personnel who: (1) participate in travel arrangements; (2) desire a refresher course or an introduction to travel procedures; or (3) want to formulate or develop better procedures.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional Form 37, Nomination for Interagency Training. A brief description of the nominees duties should be included in item 11 of the OF–37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain further information by calling area code 202. 343–7681, or code 183, extension 7681.

SHIPPING HOUSEHOLD GOODS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This program is designed to assist Federal agencies in: Obtaining more advantageous rates for shipping household goods; providing authoritative information about what alternatives are available, and what allowances are authorized for employees being transferred; aiding employees in the selection of carriers; safeguarding employees from unnecessary costs in shipping household goods; and providing guidance for employees in preparing for movement of household goods. Among the topics to be discussed are: The "commuted rate" system versus the use of Government bills of lading, carrier rates and services, entitlements of individuals, common problem areas, and questions and answers in GSA's pamphlet "Shipping Your Household Goods."

Who May Attend

This course is open to administrative, fiscal, and transportation personnel whose duties involve the movement of employees' households goods.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF-37.

Other Information

No cost to agencies. Scheduled dates and locations to be announced. Agencies may obtain further information by calling area code 202, 343-7681, or code 183, extension 7681.

TRANSPORTATION ASSISTANCE TO PROCUREMENT OFFICERS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This course is designed to assist Federal agencies in coordinating procurement and transportation operations through improved application of traffic management techniques at all stages of the procurement cycle, and in achieving greater economy and effectiveness in agency procurement programs where transportation is a factor.

The course emphasizes an understanding of transportation cost considerations involved in procurement transactions and the application of traffic management techniques. Topics to be covered are: Transportability of commodities to be procured, freight classification of procured items, packaging and protection specifications, FOB origin *vs.* FOB destination, guaranteed shipping weights and cubes. carload/truckload *vs.* less load lots, loading and handling at origin, consignee receiving facilities, use of transit privileges, freight rates in bid evaluation, and overseas transactions.

Who May Attend

This course is open to civilian agency personnel, regardless of grade, who are concerned with the relationship between procurement and transportation of Government property. This includes employees with duties in procurement involving transportation cost consideration, as well as employees in traffic management related to procurement.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain further information by calling area code 202. 343–7681, or code 183, extension 7681.

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GENERAL PURPOSE TRAINING

Communications

Speaking

EFFECTIVE BRIEFING TECHNIQUES

Civil Service Commission

A 5-day course to be offered monthly at the Civil Service Commission, Washington, D.C.

Description

This course is designed for individuals who give oral reports. Through video tape presentations, each participant is encouraged to objectively appraise his own oral presentations. The course places emphasis on obtaining the desired audience reaction. Topics include how we communicate, how to avoid communication problems, how to prepare and deliver briefings, how to analyze the audience, and how to prepare visual aids.

Who May Attend

Those employees, GS–12, and above (or equivalent), who brief higher level officials, colleagues, or subordinates may be nominated for this course.

How To Make Nominations

Authorized agency officials should submit nominations on Optional Form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain further information by calling 632–5608 or code 101, extension 25608.

Other Information

The cost of the course will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the course. Nomination deadline dates will be listed in the announcements.

WORKSHOP IN EFFECTIVE ENGLISH

Civil Service Commission

A program of ten ½-day sessions to be offered once a month at the Civil Service Commission, Washington, D.C.

Description

The purpose of this course is to help participants refresh their knowledge of modern English usage. At the end of the course, each participant should be better able to recognize and correct grammatical errors in correspondence and in speech, to improve unclear sentences and to correct improper punctuation. The participant should also be able to use Government reference to solve grammar problems. Because the course is designed to be practical, each participant is asked to analyze the grammatical aspects of his own office correspondence and to bring in office grammar problems. In addition, frequent homework assignments are given to reinforce class work.

Who May Attend

Workshop in Effective English is designed primarily for stenographers and secretaries (recommended grade GS-4 and above or equivalent). However, it is a suitable course for any other Government employee who writes or reviews correspondence and feels the need for a refresher course in grammar.

How To Make Nominations

Authorized agency officials should submit nominations on Optional Form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain additional information by calling 632-5608 or code 101, extension 25608.

Other Information

The cost of the workshop will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

EFFECTIVE LETTERWRITING FOR MANAGEMENT

Civil Service Commission

A program of six ½-day sessions to be given at the Civil Service Commission, Washington, D.C.

Description

This workshop is designed to aid managers who either write or review letters by: (1) Explaining and illustrating effective principles for writing Government letters; (2) encouraging participants to apply these principles under the guidance of experts; (3) giving participants techniques for editing and review.

Who May Attend

Career executives, GS–13 and above (or equivalent), may be nominated for this course.

How To Make Nominations

Authorized agency officials should submit nominations on Optional Form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain further information by calling 632–5608 or code 101, extension 25608.

Other Information

The cost of the program will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

TECHNICAL ASSISTANCE WORKSHOPS FORM AND GUIDE LETTERS (2A)

General Services Administration

Three ½-day sessions, scheduled to meet agency demand.

Description

This workshop is designed to improve productivity, reduce costs, and achieve simplicity and standardization in the preparation of repetitive correspondence. Demonstrations and simulated problems highlight the development of a predesigned reply system which includes both guide (pattern) letters and form letters.

Who May Attend

Individuals having responsibility for operations where letter writing represents a significant portion of the total workload.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154 or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS
HOW TO IMPROVE WRITTEN INSTRUCTIONS (4B)

General Services Administration

A 2-day workshop, scheduled to meet agency demand.

Description

This workshop stresses the planning needed to produce effective instructions. The cost of creating written instructions that are easily understood and that are effective in producing the desired results are analyzed. The participants spend considerable time in applying the principles and techniques presented to actual and potential situations requiring written instructions.

Who May Attend

All persons who write, review, or approve written instructions are eligible.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

LEGAL WRITING WORKSHOP

Civil Service Commission

Two 3-day workshops to be conducted at the Civil Service Commission on December 7–9, 1971 and April 18–20, 1972.

Description

This course organizes and presents the principles and techniques for efficient and effective legal writing. It aims at helping the Government attorney develop a systematic approach to the efficient writing of effective opinions. These opinions may be contained in a letter, a brief, a legal memorandum, a formal argument, or a formal decision. The course is built around actual situations, which participants develop into opinions, working individually and in small groups. Principles are discussed and illustrated for each step in the opinion-writing process from the initial fact-gathering to final editing. Participants are actively involved throughout, since the class approach calls for learning by doing.

Who May Attend

Participation will be open to government employees having a degree in law who write or edit legal opinions, memorandum, briefs and other legal or quasi-legal documents.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the General Management Training Center, 632-5002, or code 101, extension 25002.

REPORT WRITING WORKSHOP

Civil Service Commission

Meets on Tuesday and Thursdays for 4 weeks. Full-day sessions are held on the first and last days of the course; ½-day sessions are held on all other days. The course will be given periodically at the Civil Service Commission, Washington, D.C.

Description

This workshop is designed to improve the quality of Government reports by helping writers to produce clear, logical, readable reports. After taking the workshop, participants should: (1) Have an understanding of the principles of effective report writing; (2) know how to apply these principles to their own reports; (3) be able to edit and review reports in terms of these principles.

Who May Attend

Those employees, GS-7 through GS-12, (or equivalent), who write or review reports may be nominated for this course.

How To Make Nominations

Authorized agency officials should submit nominations on Optional Form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain further information by calling 632-5808 or code 101, extension 25808.

Other Information

The cost of the program will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

WRITING EFFECTIVE LETTERS

Civil Service Commission

A discussion-workshop of eight ½-day sessions to be offered at the Civil Service Commission, Washington, D.C.

Description

This course is designed to aid letterwriters by (1) stressing the value of effective letters to the reader, the writer, and agencies of Federal State and local governments; (2) pointing out principles of effective writing; (3) giving participants practice in applying these principles; and (4) enabling participants to diagnose their own writing. Participants are asked to submit copies of their own work for discussion.

Who May Attend

Those writers, GS-7 through GS-12 (or equivalent), who have significant responsibility for writing letters may be nominated for this workshop.

How To Make Nominations

Authorized agency representatives should submit nominations on Optional Form 37 (Nomination Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain further information by calling 632-5608 or code 101 extension 25608.

Other Information

The cost of the workshop will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

WRITING REGULATIONS AND PROCEDURES FOR PUBLIC UNDERSTANDING

Civil Service Commission

A 3-day workshop to be held at the Civil Service Commission, Washington, D.C.

Description

This workshop presents a simple systems approach to the writing and approval of regulations, procedures, directives, manuals, interpretive letters and other types of instructional or informational material. Participants, working individually and in small groups, will actually apply this system to typical regulations, procedures, and similar materials. Specific objectives include reviewing and evaluating existing standards for writing regulations and procedures; defining the audience for specific regulations and procedures; determining the most useful structure and format for this material; showing participants the basic principles for writing this material; and applying these principles to practice writing and editing.

Who May Attend

Employees, GS-9 and above (or equivalent) who are responsible for the writing or reviewing of regulations, procedures, directives and manuals, as well as those responsible for interpreting rules, regulations and laws to the public are eligible to attend this course.

How To Make Nominations

Authorized agency officials should submit nominations on Optional Form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain further information by calling 632-5608, or code 101, extension 25608.

Other Information

The cost of the workshop will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

DEFENSIVE DRIVING TECHNIQUES

General Services Administration

A 2-day course scheduled periodically at various locations throughout the 50 States.

Description

This 16-hour course is designed to assist Federal agencies in discharging their responsibilities under the President's program of accident reduction. It emphasizes the principle that all accidents are caused, and that the driver's way of thinking is an important factor in producing accidents. Correct decisions in driving, braking techniques, stopping distances, reaction time elements, drivers' attitudes, and night driving hazards will be covered. This training is intended to motivate each driver to utilize defensive driving techniques, which will aid in the attainment of the longest tenure of accident-free vehicle operation.

Who May Attend

Any Federal operator of Government-owned or leased vehicles.

How To Make Nominations

Nominations should be submitted to the appropriate GSA regional office using Optional form 37 (Rev.), Nomination for Interagency Training, at least 10 days prior to the beginning date of the course.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

MEDICAL SELF-HELP TRAINING PROGRAM

D.C. Health Services Administration

Description

The Medical Self-Help Training Program is designed to teach you what to do in an emergency when the services of a physician or allied health personnel are not available. Sixteen hours of class are required to complete the course. The subjects included are as follows: Radioactive Fallout and Shelter, Healthful Living in Emergencies, Artificial Respiration, Bleeding and Bandaging, Shock, Burns, Fractures and Splinting, Transportation of the Sick and Injured, Nursing Care of the Sick and Injured, Infant and Child Care and Emergency Childbirth. In addition to lectures by trained instructors, technicolor 16mm films and slides, the course includes practical demonstrations. Upon successful completion of this course, a certificate will be awarded.

Who May Attend

All Federal and District employees may be nominated for this course regardless of grade, agency or position.

How To Make Nominations

CSC nomination cards should bs submitted by authorized agency representatives to the Chief, Training Section, D.C. Health Services Administration, Washington, D.C. 20001.

Other Information

The course is open to all without charge. Further information may be obtained by calling 629–2106 or code 137, extension 2106.

PROFESSIONS DISASTER TRAINING SEMINAR

D.C. Health Services Administration

Description

The Professions Disaster Training Seminar has been arranged for persons with significant medical responsibilities for maintaining the health of the community during time of disaster. The seminar will include sessions dealing with:

- Community Health Preparedness and Planning
- Hospital Disaster Planning
- Medical Teamwork and Triage at the Disaster Site
- Emergency Communications
- Mass Feeding

Developed as a part of the continuing program of the Division of Health Mobilization, D.C. Department of Public Health, the seminar is cosponsored by Washington area medical, dental, nursing, pharmaceutical, dietetic, and veterinary medical societies, as well as the Hospital Council of the National Capital Area, Inc., and the Health Facilities Planning Council for Metropolitan Washington, D.C.

Who May Attend

All Federal and District employees may be nominated for this course regardless of grade, agency or position.

How To Make Nominations

CSC nomination cards should be submitted by authorized agency representatives to the Chief, Training Section, Health Services Administration, Washington, D.C. 20001.

Other Information

The course is open to all without charge. Further information may be obtained by calling 629–2106 or code 137, extension 2106.

LIMITED INTERAGENCY TRAINING

Agriculture, Agricultural Research Service

The following programs were designed primarily for Agricultural Research Service employees. Applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Mr. John Gore, Chief, Employee Development Branch, Personnel Division, Federal Center Building, Hyattsville, Md. 20782; 301-388-8223, IDS Code 111-8223.

Orientation Training for Secretarial and Clerical Employees
Secretarial Training Course
English Grammar Review I and II
Supervisory Development Program
Supervisory Training Course, Phase I and II
Motivation and Productivity
Defensive Driving
Career Service and Performance Evaluation Workshop
Effective Listening
Civil Rights Training Program

Agriculture, Forest Service

These programs are designed primarily for Forest Service employees located in the Southern Region. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please write or call Training Branch, Division of Personnel Management, U.S. Forest Service, Room 812, 1720 Peachtree Road, N.W. Atlanta, Ga. 30309. Phone 404-526-3711.

Oral Communications
Labor-Management and Employee Relations

Agriculture, Office of the Inspector General

These programs are presented primarily for Office of the Inspector General employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: David A. Fike, Training Director, Office of the Inspector General, U.S. Department of Agriculture, Washington, D.C. 20250; 202–388–5677, IDS Code 111–5677, extension 85677.

Combined Orientation for Auditor and Special Agent New-Hires

Agriculture, Office of Personnel

These programs are designed primarily for U.S. Department of Agriculture employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Dr. John W. Kizler, Acting Chief, Employee Development, Safety and Welfare Division, Office of Personnel, U.S. Department of Agriculture, Washington, D.C. 20250; 202–388–6977, IDS Code 111–6977.

Seminars in Executive Development (SED)
Seminars in Middle Management (SIMM)
Kepner-Tregoe Problem Solving and Decision Making (K–T)

Air Force

These programs are designed primarily for Air Force employees. However, applicants from other agencies will be accepted on a space-available basis. For information on these programs, please call or write: Dr. Henry J. Duel, Field Programs Division, Directorate of Civilian Personnel, HQ USAF, Forrestal Building, Room 5B 230, Washington, D.C. 20314; 202–693–5285, IDS Code 11–5285, extension 35285.

Training Specialist, Advanced
Classification and Wage Administration, Basic
Personnel Officer Course, Civilian
Classification and Wage Administration, Advanced
Placement and Employee-Management Relations Course, Advanced

Army, Harry Diamond Laboratories

This course is designed primarily for scientific employees of the Army. However, applicants from other agencies will be accepted on a space-available basis. For information about this program, please call or write: Mr. John Blundon, Chief, Training and Development Branch, Civilian Personnel Office, Harry Diamond Laboratories, Washington, D.C. 20438. Phone (202) 896–9779, or code 188–9779.

Supervisory Development

Army, Headquarters, Army Materiel Command

These programs are designed primarily for Army employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please contact Mr. Reading Black, Chief, Training and Development Section, Headquarters Civilian Personnel Office. Phone 697–0341, or code 11–70341.

Calculus
Algebra Refresher
Introduction to Statistical Analysis
Engineering Reliability
Personnel Management for Managers

Army, Walter Reed Army Medical Center

These programs are designed primarily for Army employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Miss Elizabeth Monmonier, Chief, Training and Development Section, Civilian Personnel Branch, Walter Reed Army Medical Center, Washington, D.C. 20012. Phone: Area Code 202, 576–2193, or code 198–2193.

Middle Management Workshops
Retirement Planning
Basic Supervisory Development

Commerce, Domestic and International Business

The first program is designed for Department of Commerce employees. The other two programs are primarily for selected employees in the Departments of Commerce and State. Applicants from other agencies, however, will be accepted on a space available basis. For information about these programs, please call or write: Mr. David F. Sullivan, Chief, Employee Development Branch, Personnel Division, Office of Administration, DIB, 14th and Constitution Avenue, NW., Washington, D.C. 20230; 202–976–5074, IDS Code 189–5074, extension 65074.

Pre-Retirement Planning Seminar
Seminar on International Trade Expansion
Review of Economic & Commercial Specialist Functions

Commerce, Maritime Administration

These courses are designed primarily for employees in the Maritime Administration. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Mr. E. C. Joseph, Chief, Division of Employee Development, Office of Personnel, U.S. Maritime Administration, Washington, D.C. 20235. Phone: 202-967-2686 or code 189-2686.

Supervisory Leadership, MarAD Effective
Supervision, Introduction to
Supervision and Group Performance

Commerce, Office of Personnel

This course is designed primarily for Department of Commerce employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Mr. Miller B. McDonald, Management Training Officer, Employee Development Division, Office of Personnel, Department of Commerce, Washington, D.C. 20230. Phone: 202-967-3731, Code 189-3731.

Managerial Course

Commerce, Patent Office

These programs are designed primarily for Patent Office employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Mr. Willis Hokans, or Mr. Robert Ernst, Employee Development Division, Office of Personnel, Patent Office, Washington, D.C. 20231. Phone: 202-967-3432, Code 161-3432.

Effective Supervision and Performance
Patent Examining Initial Training
Reading Improvement

Defense Supply Agency

These programs are designed primarily for DSA employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Mr. Philip C. Strang, Chief, Employee Development Branch, Civilian Personnel Division, Defense Supply Agency Administrative Support Center, Cameron Station, Alexandria, Va. Phone: 202-694-7493, Code 11-7493.

Supervision, Introduction to
Basic Management Techniques I
Supervision & Group Performance
Basic Management Techniques II
Management and Group Performance
From Nine to Five—Secretarial Training
Effective Listening

Advanced Effective Listening
Dictation for Managers
Labor Management Relations for Supervisors
Supervisor's Role in EEO

ENVIRONMENTAL PROTECTION AGENCY

Air Pollution Control Office

Courses conducted by the Institute for Air Pollution Training, Air Pollution Control Office (APCO), are designed primarily for State, local and regional air pollution control personnel, APCO State Assignees and other air pollution control personnel. Applicants from other agencies will be accepted on a space-available basis.

Institute for Air Pollution Training courses are presented at Research Triangle Park, N.C. and the following seven areas: New York Metropolitan Area; New England Area; Texas Gulf Coast Area; Southern California Area; Pacific Northwest Area; Ohio Area; and Chicago Metropolitan Area.

For information about these courses and their locations, please call or write: Registrar, Institute for Air Pollution Training, Office of Manpower Development, Air Pollution Control Office, EPA, Post Office Box 12055, Research Triangle Park, N.C. 27709. Telephone number: area code 919, 549–8411, extension 4520; FTS number, area code 919, 549–4520.

Sampling and Identification of Aero-Allergens (405)
Medical and Biological Aspects of Air Pollution (407)
Analysis of Atmospheric Organics (408)
Analysis of Atmospheric Inorganics (409)
Air Pollution Meteorology (411)
Control of Particulate Emissions (413)
Control of Gaseous Emissions (415)
Air Pollution Microscopy (420)
Introduction to Air Pollution Control (422)
Diffusion of Air Pollution Theory and Application (423)
Air Pollution Data Evaluation (426)
Combustion Evaluation (427)
Gas Chromatographic Analysis of Air Pollutants (429)
Air Pollution Control Technology (431)
Atmospheric Sampling (435)
Determination and Measurement of Atmospheric Metals (436)
Column and Thin-Layer Chromatography (438)
Visible Emissions Evaluation (439)
Field Enforcement Aspects of Air Pollution (444)
Meteorological Instrumentation in Air Pollution (447)
Air Pollution Effects on Vegetation (448)
Source Sampling (450)
Principles and Practices of Air Pollution Control (4 weeks)

Environmental Protection Agency

Solid Waste Office

Courses conducted by the Solid Waste Office in Cincinnati, Ohio consist of short-term, technical courses for scientists, engineers, and other professional personnel in the field of solid waste management, prevention, and control. They are designed to provide knowledge and competency in the newest developments in this field. For information about these courses call or write: Chief, Training Branch, Solid Waste Office, Environmental Protection Agency, 5555 Ridge Road, Cincinnati, Ohio 45213. Telephone number, area code 513, 684–4276.

Elements of Solid Waste Management	Aug. 23–27, 1971
Principles of Incineration	Oct. 11–15, 1971
Sanitary Landfill Principles	Dec. 6–10, 1971

New Courses Planned for Development During Fiscal Year 1972

- **Solid Waste Handling—Field Evaluation***
- **Solid Waste Handling—Operations Management***
- **Composting Methods***

*Location and time to be announced.

General Services Administration

This course is designed primarily for employees of the General Services Administration. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Mr. Neil F. Raab, Program Coordinator, Regional Public Buildings Service, General Services Administration, Washington, D.C. 20407, area code 202, 963–5131, or code 13, extension 35131.

- **Refrigeration and Air-Conditioning**

Government Printing Office

These programs are designed primarily for Government Printing Office employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs please call or write: Mr. James M. Langston, Jr., Chief, Training Section, U.S. Government Printing Office, Washington, D.C. 20401. Area Code 202–541–2882; IDS Code 149–2882.

- **Plain Letters**
- **Supervisory Development Course (GPO–1) (Presupervisors)**

Health, Education and Welfare (FDA)

These programs are designed primarily for DHEW, Food and Drug Administration employees. However a very limited number of applicants from other agencies may be accepted on a space-available basis. For information about these programs please call or write: Dr. John Olsen, Director, FDA Training Institute (CE–600), Room 11–64, 5600 Fishers Lane, Rockville, Md. 20852, Phone (301) 443–1755 or code 153, extension 1755.

Advanced Courses for Drug Inspectors

- **Antibiotics**
- **Radiopharmaceuticals**
- **Microbiological Contamination of Drugs and Cosmetics**

Advanced Courses for Chemists

- **Partition Chromatography**
- **Pesticide Analysis**
- **Electronics Training for Subprofessionals**
- **Technical Training for First Line Laboratory Supervisors**
- **Mycotoxin Analysis—Basic Course**
- **Mycotoxin Analysis—Advanced Course**
- **Organic Microscale Synthesis and Instrumental Techniques**
- **Photochemistry and Fluorescence Spectroscopy**
- **Solid State Electronics**
- **Atomic Absorption Spectroscopy**
- **Organic Polarography**

Courses for Microbiologists

- **Basic Microbiology**
- **Enteric Pathogens**
- **Anaerobic Pathogens**
- **Staphylococcal Enterotoxin Detection Methodology**

Management Training

- **Managerial Grid—Phase I**
- **Managerial Grid—Phase II**
- **Food and Drug Law**

Health, Education and Welfare (PHS)

These programs in Radiological Health include the presentation of short courses and seminars and are open to Federal, State and local government employees who may use radiation or are engaged in radiation protection activities. No charge is made for these courses. Trainees must provide for their own housing and transportation. For further information write or call: Chief, Technical Training Services, Bureau of Radiological Health, Public Health Service, Department of Health, Education and Welfare, 5600 Fishers Lane, Rockville, Md. 20852. Phone: 301–443–2845 or code 153 extension 32845.

DATE	*COURSE*	*LOCATION*
July 12–16, 1971	Fundamentals of Non-Ionizing Radiation Protection.	Montgomery, Ala.
July 19–30, 1971	Basic Radiological Health	Winchester, Mass.
July 26–Aug. 6, 1971	Medical X-Ray Protection	Rockville, Md.
August 9–13, 1971	Fundamentals of Medical X-Ray Protection.	Rockville, Md.
August 9–20, 1971	Basic Radiological Health	Las Vegas, Nev.
August 23–27, 1971	Fundamentals of Non-Ionizing Radiation Protection.	Winchester, Mass.
Aug. 23–Sept. 3, 1971	Occupational Radiation Protection.	Montgomery, Ala.
Aug. 30–Sept. 3, 1971	Introduction to Automatic Data Processing Systems.	Rockville, Md.
September 13–24, 1971	Radionuclide Analysis by Gamma Spectroscopy.	Winchester, Mass.
September 13–24, 1971	Occupational Radiation Protection.	Las Vegas, Nev.
Sept. 27–Oct. 8, 1971	Basic Radiological Health	Rockville, Md.
Sept. 27–Oct. 8, 1971	Occupational Radiation Protection.	Austin, Tex.
October 4–8, 1971	Fundamentals of Non-Ionizing Radiation Protection.	Las Vegas, Nev.
October 18–22, 1971	Management of Radiation Accidents.	Winchester, Mass.
October 18–22, 1971	Radiological Health for X-Ray Technologists.	Rockville, Md.
October 18–22, 1971	Microwave Instrumentation and Survey Techniques.	Montgomery, Ala.
October 18–29, 1971	Medical X-Ray Protection	Las Vegas, Nev.
November 1–12, 1971	Occupational Radiation Protection.	Rockville, Md.
November 8–12, 1971	Accelerator Radiation Protection.	Montgomery, Ala.
November 8–19, 1971	Basic Radiological Health	Las Vegas, Nev.
November 15–19, 1971	Fundamentals of Non-Ionizing Radiation Protection.	Rockville, Md.
Nov. 29–Dec. 10, 1971	Radiation Protection Guides and Dose Assessment.	Las Vegas, Nev.
December 6–17, 1971	Basic Radiological Health	Winchester, Mass.
December 13–17, 1971	Management of Radiation Accidents.	Montgomery, Ala.

Health, Education and Welfare (SSA)

These programs are designed primarily for Social Security Administration employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please write: Mr. Frank G. Matejik, Director, Division of Training and Career Development, Room 4226, Annex, Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235.

Automatic Data Processing Orientation
Behavioral Foundation of Management
Fundamentals of Statistics
Fundamentals of Supervision
Supervision and Group Performance

Housing and Urban Development

These programs are designed primarily for HUD employees. However, applicants from other agencies will be accepted on a space-available basis. For information about the following programed courses, please call or write: Mrs. Peggy B. Swift, Director, Programed Instruction and Reading Skills Laboratory, Department of Housing and Urban Development, 415 Seventh Street, SW., Room 2150, Washington, D.C. 20410. Phone: Area code 202, 755-5406.

Reading Improvement
Introduction to PERT
Basic Statistics
Magnetic Patterns of the English Language
Vocabulary Building

For information about the following classroom courses, please call or write: Mrs. Mary E. Biro, Chief, Office Skills Training, Department of Housing and Urban Development, Room 2150, 451 Seventh Street, SW., Washington, D.C. 20410. Phone: Area code 202, 755-5234 or code 138, extension 55234.

Secretarial Workshop
Typewriting Refresher Training
Gregg Simplified Shorthand Refresher Course

Interior, Bureau of Sport Fisheries and Wildlife

These programs are designed primarily for Bureau employees. However, applicants from other agencies will be accepted occasionally on a limited space-available basis. For information about these programs, please call or write: Mr. Charles B. Mitchell, Bureau Training Officer, Bureau of Sport Fisheries and Wildlife, 18th and C Streets, NW., Washington, D.C. 20240. Phone 202-343-6104, Code 183-6104.

The Marion School, Marion, Ala.

Pond Construction
Physics & Chemistry of Water
Fish Diseases
Aquatic Plant Identification
Life in Water Related to Fish Culture

The Spearfish School, Spearfish, S. Dak.

Nutrition
Methods of Propagation
Diseases
Methods & Interpretations of Water Analysis
Administrative Procedures
Use of Hatcheries as a Management Tool

The Leetown School, Leetown, W. Va.

Fish Anatomy
Physiology & History of Fish
Microscopical Anatomy of Normal & Diseased Tissues
Identification & Method of Investigating Fish Diseases and Their Control
Areas Relating to Virology, Bacteriology, and Parasitology
Studies of Fish Diseases

Labor, Workplace Standards Administration

This program is designed primarily for Department of Labor employees. However, applicants from other agencies will be accepted on a space-available basis. For information about this program, please call or write: Mr. Robert J. Broderick, Workplace Standards Administration, U.S. Department of Labor, 400 First Street NW., Railway Labor Building, Washington, D.C. 20210. Phone: 202–961–3130 or code 110–3130.

Safety Training

Navy, Capital Area Personnel Services Office

These programs are designed primarily for Department of the Navy employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Head, Employee Development Division, Capital Area Personnel Services Office, Navy, 801 North Randolph Street (Room 1111), Arlington, Va. 22203; area code 202, 692–4476.

Instructional Methods
Basic Employee Development for Personnel Specialists
Basic Employee Relations for Personnel Specialists
Basic Staffing and Placement for Personnel Specialists
Basic Position Classification for Personnel Specialists
Seminar for Equal Employment Opportunity Counselors
Presenting Information to Management

Navy, Logistics Management School

This course is designed primarily for Department of the Navy employees. However, applicants from other agencies will be accepted on a space available basis. For information about this course, please call or write: Mr. Harold V. Pelton or Mr. Ernest L. Sutton, Navy Logistics Management School, Naval Air Station, Washington, D.C. 20390. Call area code 202, 693–3384.

Navy Department Planning and Management Systems Course

Panama Canal Company

These programs are designed primarily for employees of the Panama Canal Company/Canal Zone Government. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Dr. Daniel J. Paolucci, Deputy Personnel Director (Staff), Panama Canal Company, Room 243–A, Administration Building, Balboa Heights, Canal Zone, phone: overseas operator—Balboa, 2–2625

Introduction to Supervision
The Supervisor and Human Behavior
Industrial Instruction Techniques
Theory and Practice of Management and Organization
Basic Management Techniques I and II
Defensive Driving

Transportation, Federal Aviation Administration

This program is designed primarily for Federal Aviation Administration employees. However, applicants from other agencies will be accepted on a space-available basis. For information about this program, please call or write: Mr. Thomas J. Creswell, Director of Training, TR–1, Department of Transportation, Federal Aviation Administration, 800 Independence Avenue, SW., Washington, D.C. 20590. Phone: Area code 202, 426–8550 or code 118, extension 68550.

Basic Investigation Course
Federal Aviation Administration Academy—A variety of courses to be held throughout 1971–72 at the FAA Academy, Oklahoma City, Oklahoma.

Treasury, Bureau of Customs

This course is at the entry level and includes 16 weeks of theory and lecture at the Bureau of Customs National Training Center, Hempstead, N.Y. and 4 weeks of "hands on" experience at the Customs Computer installation in the Washington, D.C. area. For further information please write or call Mr. James J. Doherty, Assistant Director (Training and Career Development), Personnel Division, Bureau of Customs, Room 703, 1145 19th St. NW., Washington, D.C. 20036. Phone (202) 964–8000 or code 184–8000.

Systems Analysis

Treasury, Office of Personnel

This course is designed primarily for Department of Treasury employees. However, applicants from other agencies will be accepted on a space-available basis. The course is designed to present practical information to those planning for retirement. For information about this course, please write or call Mrs. Adrienne Burch, Office of Personnel, Room 2428, Main Treasury Building, Washington, D.C. 20220. Phone (202) 964–5025 or code 184–5025.

Retirement Planning

Treasury, Internal Revenue Service

These courses are designed primarily for Internal Revenue Service employees in the Washington area. However, applicants from other agencies will be accepted on a space available basis. For information about these courses please write or call: Miss Ruby Bennett, National Office Training Branch, Internal Revenue Service, 1111 Constitution Ave., NW., Room 1002, Washington, D.C. 20224. Phone 202–964–3798 or code 184 extension 3798.

Gregg Shorthand Theory Review Course (18 hours) Diamond Jubilee Series
Shorthand Refresher Dictation Course (20 hours)
Typewriter Refresher Training Course (20 hours)

Veterans Administration

The following programs are primarily for employees of the Central Office of the Veterans Administration, but applicants from other agencies will be accepted on a space available basis. For information please call or write: Mr. P. LeR. Loomis, Employee Relations and Training Division (055C), Veterans Administration Central Office, 810 Vermont Avenue, NW., Washington, D.C. 20420 (Stop 73), phone (202), 393–3101, or code 148–3101.

Basic Supervisory Practices
Secondary Supervisory Practices
Intermediate Supervisory Management
Advanced Supervisory Management
Advanced Management Seminar
Briefings and Presentations
Conference Leadership

Administrative Communications Seminar
Seminar on Motivation and Human Relations
Better Letters
Better Letters Refresher
Basic Office Practices
Shorthand Refresher

The following programs are primarily for employees of the Veterans Administration Hospital, Washington, D.C., but applicants from other agencies will be accepted on a space available basis. For information please call or write: Mrs. Sara W. Hayes, Training Officer (135C), VA Hospital, 50 Irving St., NW., Washington, D.C. 20422. Phone 483-6666, Ext. 405 or Code 159, Ext. 405.

Work Simplification
Basic Medical Terminology
Advanced Medical Terminology
Problem Solving

APPENDIX

Regional Training Centers
U.S. Civil Service Commission

Atlanta region:
Mr. Edward J. Callahan
Center Director
Atlanta Region
U.S. Civil Service Commission
Atlanta Merchandise Mart
240 Peachtree Street NW.
Atlanta, Ga. 30303
Area Code 404
Phone 526–4477

Boston region:
Mr. John Rebholz
Center Director
Boston Region
U.S. Civil Service Commission
Post Office and Courthouse Building
Boston, Mass. 02109
Area Code 617
Phone 223–2569

Chicago region:
Mr. Howard G. Bain
Center Director
Chicago Region
U.S. Civil Service Commission
610 S. Canal Street
Chicago, Ill. 60607
Area Code 312
Phone 353–2914

Dallas region:
Mr. William C. Etheridge, Jr.
Center Director
Dallas Region
U.S. Civil Service Commission
1100 Commerce Street
Dallas, Tex. 75202
Area Code 214
Phone 749–3915

Denver region:
Mr. Curtis Spencer
Center Director
Denver Region
U.S. Civil Service Commission
Building 20
Denver Federal Center
Denver, Colo. 80225
Area Code 303
Phone 233–2304

New York region:
Mr. Fred Olson
Center Director
New York Region
U.S. Civil Service Commission
Federal Building
26 Federal Plaza
New York, N.Y. 10007
Area Code 212
Phone 264–0460

Philadelphia region:
Mr. William T. Kesselring
Center Director
Philadelphia Region
U.S. Civil Service Commission
Customhouse
Second and Chestnut Streets
Philadelphia, Pa. 19106
Area Code 215
Phone 597–4442

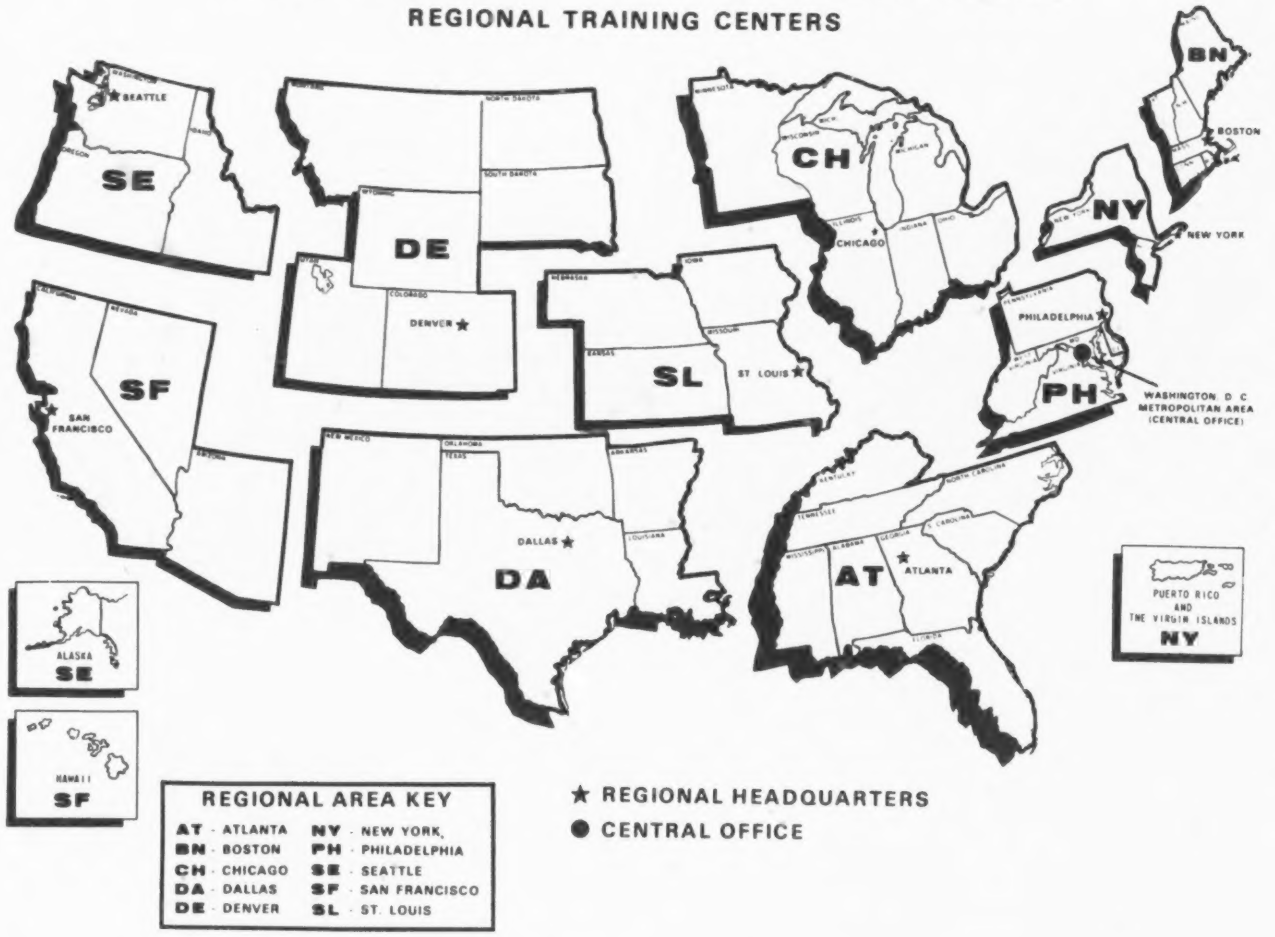
Seattle region:
Mr. James W. Brogan
Center Director
Seattle Region
U.S. Civil Service Commission
3004 Federal Office Building
Seattle, Wash. 98104
Area Code 206
Phone 442–4700

San Francisco region:
Mr. Alvin Beller
Center Director
San Francisco Region
U.S. Civil Service Commission
Federal Building, Box 36010
450 Golden Gate Avenue
San Francisco, Calif. 94102
Area Code 415
Phone 556-5738

St. Louis region:
Mr. William Eckl
Center Director
St. Louis Region
U.S. Civil Service Commission
1256 Federal Building
1520 Market Street
St. Louis, Mo. 63103
Area Code 314
Phone 622-4274

UNITED STATES CIVIL SERVICE REGIONS

REGIONAL TRAINING CENTERS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BN - BOSTON
CH - CHICAGO
DA - DALLAS
DE - DENVER
NY - NEW YORK,
PH - PHILADELPHIA
SE - SEATTLE
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★ REGIONAL HEADQUARTERS
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